

**TUSCOLA COUNTY BOARD OF COMMISSIONERS  
BOARD MEETING AGENDA**

**THURSDAY, OCTOBER 29, 2020 – 08:00 A.M.**

125 W. Lincoln Street  
Caro, MI 48723

Phone: 989-672-3700  
Fax : 989-672-4011

**Electronic remote access will be implemented for this meeting, in accordance with the Department of Health and Human Services Emergency Order Under MCL 333-2253 Gathering Prohibition and Face Covering Order and Public Act No. 228 of 2020.**

*To participate in the Electronic Meeting you can join by phone:  
(US) +1-303-395-4295 pin 974 885 726#  
Join by Hangouts Meet: [meet.google.com/pff-yhax-qji](https://meet.google.com/pff-yhax-qji)*

- 8:00 A.M. Commissioner Hybrid Meeting Protocol  
Call to Order – Chairperson Bardwell  
Prayer – Commissioner Young  
Pledge of Allegiance – Commissioner Jensen  
Roll Call – Clerk Fetting  
Adoption of Agenda  
Action on Previous Meeting Minutes (**See Correspondence #1&2**)  
Brief Public Comment Period for Agenda Items Only  
Consent Agenda Resolution (**See Correspondence #3**)

**New Business**

- 2021 Budget Preparation Progress and Calendar (**See Correspondence #4**)
  - Departmental Budget Comment Review
- Resolution to Ratify and Confirm Tuscola County Board of Commissioners Approving the 2020 Apportionment Report (**See Correspondence #5**)
- Animal Control Part Time Position Update
- Resolution to Ratify and Confirm Actions Approved by the Board of Commissioners During Remote Meetings (**See Correspondence #6**)

**Old Business**

- Building Codes Letter Status and Follow-up
- Board Policy Review: Meeting Protocol Discussion/Rules of Order (**See Correspondence #7**)
- 2021 Budget Request for Equipment, Technology and Capital Needs

- Friend of the Court Remodeling (wall) Request/Update
- Elected/Appointed Compensation (*See Correspondence #8*)

**Correspondence/Resolutions**

- Alcona County Resolution (*See Correspondence #9*)

**COMMISSIONER LIAISON COMMITTEE REPORTS**

**JENSEN**

- Board of Health
- Community Corrections Advisory Board
- Dept. of Human Services/Medical Care Facility Liaison
- Genesee Shiawassee Thumb Works
- Jail Planning Committee
- Local Emergency Planning Committee (LEPC)
- MAC Judiciary Committee
- MEMS All Hazard
- Local Units of Government Activity Report

**BARDWELL**

- Behavioral Health Systems Board
- Caro DDA/TIFA
- Economic Development Corp/Brownfield Redevelopment
- MAC 7<sup>th</sup> District
- MAC Workers Comp Board
- TRIAD
- Local Units of Government Activity Report

**YOUNG**

- Board of Public Works
- County Road Commission Liaison
- Dispatch Authority Board
- Genesee Shiawassee Thumb Works
- Great Start Collaborative
- Human Services Collaborative Council (HSOC)
- Jail Planning Committee
- MAC Agricultural/Tourism Committee
- Mi Renewable Energy Coalition (MREC)
- Region VI Economic Development Planning
- Saginaw Bay Coastal Initiative
- Senior Services Advisory Council
- Tuscola 2020
- Local Units of Government Activity Report

**VAUGHAN**

Board of Health  
County Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
MAC Environmental Regulatory  
Mid-Michigan Mosquito Control Advisory Committee  
NACO-Energy, Environment & Land Use  
Parks and Recreation Commission  
Tuscola County Fair Board Liaison  
Local Units of Government Activity Report

**GRIMSHAW**

Behavioral Health Systems Board  
Recycling Advisory  
Local Units of Government

**Other Business as Necessary**

**Extended Public Comment**

**Adjournment**

Note: If you need accommodations to attend this meeting, please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

## **CORRESPONDENCE**

1. October 15, 2020 Full Board Minutes – Statutory Finance Minutes
2. October 26, 2020 Committee of the Whole Minutes
3. Consent Agenda Resolution
4. 2021 Budget Preparation Progress and Calendar/Department Review
5. Resolution to Ratify and Confirm Tuscola County Board of Commissioners Approving the 2020 Apportionment Report
6. Resolution to Ratify and Confirm Actions Approved by the Board of Commissioners During Remote Meetings
7. Board Policy Review: Meeting Protocol Discussion/Rules of Order
8. Elected/Appointed Compensation
9. Alcona County Resolution

*Draft*

TUSCOLA COUNTY BOARD OF COMMISSIONERS

October 15, 2020 Minutes

HH Purdy Building

Hybrid Meeting held in-person and using Google Meet

Electronic remote access will be incorporated for this meeting,  
in accordance with the Department of Health and Human Services Emergency Order  
Under MCL 333-2253 – Gathering Prohibition and Mask Order.

Commissioner Bardwell called the regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building located in the City of Caro, Michigan and via Google Meet on the 15th day of October 2020, to order at 8:00 o'clock a.m. local time.

Prayer – Commissioner Grimshaw

Pledge of Allegiance – Commissioner Vaughan

Roll Call – Clerk Jodi Fetting

Commissioners Present In-Person:

District 2 - Thomas Bardwell

District 3 - Kim Vaughan

District 5 - Daniel Grimshaw

Commissioners Present Virtual:

District 1 - Thomas Young - Columbia Township, Tuscola County, State of Michigan

District 4 - Mark Jensen - Millington Township, Tuscola County, State of Michigan

Commissioner Absent - None

Also Present In-person:

Tracy Violet, Register John Bishop, Steve Erickson, Jim McLoskey, Mike Miller

Also Present Virtual:

Clerk Jodi Fetting, Eean Lee, Douglas DuRussel, Mary Drier, Mark Haney, Debbie Babich, Steve Anderson, Steve Root, Sandy Nielsen, Jana Brown, Heidi Chicilli, Shelly Lutz, Cody Horton, Sheriff Glen Skrent, Matt Brown, Barry Lapp, Jessica Van Hove, Sandy Erskine, Robert Baxter, Nancy Barrios

At 8:16 a.m., there were a total of 24 participants attending the electronic meeting.

*Adoption of Agenda -*  
2020-M-218

Motion by Vaughan, seconded by Grimshaw to adopt the agenda as presented.  
Roll Call Vote: Young - yes; Vaughan - yes; Jensen - yes; Grimshaw - yes;  
Bardwell - yes. Motion Carried.

*Action on Previous Meeting Minutes -*  
2020-M-219

Motion by Young, seconded by Vaughan to adopt the meeting minutes from the  
October 1, 2020 Regular Board and Statutory Finance meetings and the October  
12, 2020 Committee of the Whole meeting. Roll Call Vote: Vaughan - yes;  
Jensen - yes; Grimshaw - yes; Young - yes; Bardwell - yes. Motion Carried.

*Brief Public Comment Period for Agenda Items Only - None*

*Consent Agenda Resolution -*  
2020-M-208

Motion by Grimshaw, seconded by Vaughan that the Consent Agenda Minutes  
and Consent Agenda Resolution from the October 12, 2020 Committee of the  
Whole Meeting be adopted with Item B removed and placed under New  
Business. Roll Call Vote: Jensen - yes; Grimshaw - yes; Young - yes; Vaughan  
- yes; Bardwell - yes. Motion Carried.

## CONSENT AGENDA

- Agenda Reference:** A
- Entity Proposing:** COMMITTEE OF THE WHOLE 10/15/20
- Description of Matter:** Move to approve the inmate telephone service agreement with Inmate Calling Solutions, LLC and Tuscola County, Michigan to be effective September 01, 2020. Also, all signatures are authorized.
- Agenda Reference:** C
- Entity Proposing:** COMMITTEE OF THE WHOLE 10/15/20
- Description of Matter:** Move to approve a \$10.00 (per use) Vanderbilt County Park "non-camper" sewage dump fee. Also, all signatures are authorized.

- Agenda Reference:** D
- Entity Proposing:** COMMITTEE OF THE WHOLE 10/15/20
- Description of Matter:** Move to approve an "Off-Season camper storage fee" of \$360.00 for the entire off-season for Vanderbilt County Park to be paid in advance (or \$2.00/day) Plus a \$20.00 per day electric fee for each day units are occupied for ice fishing or hunting purposes. Also, all signatures are authorized.
- Agenda Reference:** E
- Entity Proposing:** COMMITTEE OF THE WHOLE 10/15/20
- Description of Matter:** Move to approve the purchase and installation of "No Thru Traffic" signs for Vanderbilt County Park. Also, all signatures are authorized.
- Agenda Reference:** F
- Entity Proposing:** COMMITTEE OF THE WHOLE 10/15/20
- Description of Matter:** Move to approve the purchase of a TV for the Conference Room in Purdy Building for meetings. Also, all signatures are authorized.
- Agenda Reference:** B (Item removed)
- Entity Proposing:** COMMITTEE OF THE WHOLE 10/15/20
- Description of Matter:** Move to approve the inmate healthcare services agreement effective January 01, 2021 through December 31, 2021 for \$154,034.04 with Correctional Healthcare Companies, LLC. Also, all signatures are authorized.

*New Business -*

-Correctional Healthcare Companies, LLC. Renewal of Contract - Matter was Item B in the Consent Agenda and was removed for further discussion.

2020-M-221

Motion by Vaughan, seconded by Jensen to approve the inmate healthcare services agreement effective January 01, 2021 through December 31, 2021 for \$154,034.04 with Correctional Healthcare Companies, LLC. Also, all signatures are authorized. Roll Call Vote: Grimshaw - no; Young - yes; Vaughan - yes; Jensen - yes; Bardwell - yes. Motion Carried.

-Jail COVID Challenge Update - Sheriff Skrent reviewed challenges that are being faced in Corrections with having two positive COVID tests.

-Economic Development Corporation (EDC) Expanded Update – Steve Erickson provided an update regarding the 138 grant applications that were received. The Executive Board awarded 107 grants in various amounts. Steve also stated that there are a couple of businesses that are interested in the former prison near the Caro Center. An update was provided on Brownfield Funding. Glen Roth retired in June 2020 and Steve expressed his appreciation of Glen for over 20 years of service.

-Recent Supreme Court Decision - Commissioner Bardwell reviewed the changes that have been implemented as the Supreme Court Decision was effective immediately.

-Michigan State Police (MSP) Post Fire Suppression Options/Estimates - Mike Miller reviewed the various options available and the costs associated with each option which were included in the Board Agenda packet. Mike Miller will communicate with the State the various options and bring the feedback back to the Commissioners.

-2021 Capital Expense Review and Prioritization - Mike Miller reviewed the capital expense report. Many of the items included on the request list are holdovers from 2020 when all expenses were placed on hold. He reviewed the items that he feels are highest priority.

-Elected/Appointed Compensation - Board discussed the salaries for the County Clerk, County Treasurer, Register of Deeds and Drain Commissioner. Board would like to get the salary information from Shiawassee County and Newaygo County for their Elected Officials. Matter to be placed on a future agenda for further discussion.

-Tuscola Behavioral Health System (TBHS) Jail Placement Costs Contract - Sheriff Skrent reviewed the proposed contract.

2020-M-222

Motion by Grimshaw, seconded by Young to approve the contract with Tuscola Behavioral Health System for the 2021 year as proposed with all signatures authorized to make the contract effective. Roll Call Vote: Young - yes; Vaughan - yes; Jensen - yes; Grimshaw - yes; Bardwell - yes. Motion Carried.

-Animal Control Position Filled - Request was included in the Board Agenda packet.

2020-M-223

Motion by Young, seconded by Vaughan that Gloria Armstead be hired to refill the vacant position of Animal Control Assistant. Gloria's hiring is contingent upon successful completion of a drug screening, physical, and background check. Roll Call Vote: Vaughan - yes; Jensen - yes; Grimshaw - yes; Young - yes; Bardwell - yes. Motion Carried.



-Commissioner Training - Board discussed upcoming training being offered through MSU Extension for Commissioners. If a Commissioner is interested in attending, please contact Shelly.

-Cares Act Relief Act Mandatory Training Update – Shelly Lutz and Debbie Babich attended a recent webinar regarding the matter and provided an update.

*Old Business -*

-2021 Budget Progress - Future Milestones - Debbie Babich stated she is waiting on some information from a couple of Departments in order to continue forward in the budget process. If there is a Department that has not input a 2021 budget, the Board would like their 2020 numbers used in order to project the 2021 budget if the Department does not provide by October 16, 2020.

-MAC 7<sup>th</sup> Meeting Distribution - Meeting invitations have been sent out for a virtual meeting on October 19, 2020 beginning at 9:00 a.m.

-Estimate for an ADA Door at the Purdy Building - Mike Miller reviewed the estimate received to transition the front door of the Purdy Building to be ADA compliant.

2020-M-224

Motion by Grimshaw, seconded by Vaughan to accept the bid for the handicap accessible front door for the Purdy Building from Thumb Security Lock Service in an amount of \$2,427.96. Roll Call Vote: Jensen - yes; Grimshaw - yes; Young - yes; Vaughan - yes; Bardwell - yes. Motion Carried.

-Workman's Compensation Update - Shelly Lutz provided an update in regards to the increase in costs. Shelly is currently working with a representative to have further clarification to be provided to the driver of the cost increase. Board discussed the distribution of the cost of the Workman's Compensation costs.

-Building Codes Discussion - Board discussed to Building Codes. Commissioner Vaughan has received a written letter that he presented to the other Commissioners.

-Caro Center - Commissioner Bardwell reviewed an update provided by Jean Doss which was included in the Board Agenda packet.

-Tuscola Data on Autopsies and Cremations - Commissioner Bardwell reviewed the Medical Examiner History from 2000 to current.

Commissioner Young excused at 11:41 p.m.

-Parks & Recreation Non-Park Traffic Usage - Board intended to adopt this matter in the Consent Agenda. Clerk Fetting will add back to the Consent Agenda as there was confusion on if it was to be included in the Consent Agenda or placed on the regular agenda as two versions were presented.

**Correspondence/Resolutions - None**

## **COMMISSIONER LIAISON COMMITTEE REPORTS**

### **JENSEN**

Board of Health - Meets tomorrow.  
Community Corrections Advisory Board - Meets next week.  
Dept. of Human Services/Medical Care Facility Liaison  
Genesee Shiawassee Thumb Works  
Jail Planning Committee  
Local Emergency Planning Committee (LEPC)  
MAC Judiciary Committee  
MEMS All Hazard  
Local Units of Government Activity Report

### **BARDWELL**

Behavioral Health Systems Board  
Caro DDA/TIFA - The farmer's market is coming together in downtown Caro.  
Economic Development Corp/Brownfield Redevelopment  
MAC 7<sup>th</sup> District  
MAC Workers Comp Board  
TRIAD - Update provided from meeting regarding the number of cases of elder abuse.  
Local Units of Government Activity Report

### **YOUNG - absent**

Board of Public Works  
County Road Commission Liaison  
Dispatch Authority Board  
Genesee Shiawassee Thumb Works  
Great Start Collaborative  
Human Services Collaborative Council (HSCC)  
Jail Planning Committee  
MAC Agricultural/Tourism Committee  
MI Renewable Energy Coalition (MREC)

**YOUNG** - continued

Region VI Economic Development Planning  
Saginaw Bay Coastal Initiative  
Senior Services Advisory Council  
Tuscola 2020  
Local Units of Government Activity Report

**VAUGHAN**

Board of Health  
County Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
MAC Environmental Regulatory  
Mid-Michigan Mosquito Control Advisory Committee  
NACO-Energy, Environment & Land Use  
Parks and Recreation Commission  
Tuscola County Fair Board Liaison  
Local Units of Government Activity Report - The land near the river should have a deed presented soon to the County Land Bank.

**GRIMSHAW**

Behavioral Health Systems Board  
Recycling Advisory  
Local Units of Government

-Commissioner Bardwell reviewed Board Rules Section 6.2 and Board Rules Section 6.5.

-Eean Lee explained that a video switching device is being researched to allow an alternate view of the Board room when someone is speaking at the podium. Also, the option of a lapel microphone for the Commissioners is being researched.

**Other Business as Necessary -**

-Sandy Nielsen provided clarification on the Caro MMR coverage.

At 12:03 p.m., there were a total of 21 participants attending the electronic meeting.

**Extended Public Comment**

-Nancy Barrios asked for clarification on the revised form to include the off-season rates. She also asked if the Parks and Recreation Commission could begin to meet in person and the Board felt that they could as long as they adhered to the DHHS Emergency Order guideline.

2020-M-225

Motion by Grimshaw, seconded by Vaughan to adjourn the meeting at 12:06 p.m.  
Roll Call Vote: Grimshaw - yes; Young - absent; Vaughan - yes; Jensen - yes;  
Bardwell - yes. Motion Carried.

Meeting adjourned at 12:06 p.m.

Jodi Fetting  
Tuscola County Clerk

DRAFT

*Draft*

**Tuscola County Board of Commissioners  
Statutory Finance Committee Agenda**

HH Purdy Building

Hybrid Meeting held in-person and using Google Meet

Electronic remote access will be incorporated for this meeting,

In accordance with the Department of Health and Human Services Emergency Order under MCL 333-2253 – Gathering Prohibition and Mask Order.

Commissioner Bardwell called the Statutory Finance meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building located in the City of Caro, Michigan and via Google Meet on the 15th day of October 2020, to order at 12:08 o'clock p.m. local time.

Roll Call – Clerk Jodi Fetting

Commissioners Present In-Person:

District 2 - Thomas Bardwell

District 3 - Kim Vaughan

District 5 - Daniel Grimshaw

Commissioners Present Virtual:

District 4 - Mark Jensen - Millington Township, Tuscola County, State of Michigan

Commissioner Absent:

District 1 - Thomas Young

Also Present In-person:

Tracy Violet

Also Present Virtual:

Clerk Jodi Fetting, Eean Lee, Douglas DuRussel, Mary Drier, Mark Haney, Debbie Babich, Steve Anderson, Steve Root, Heidi Chicilli, Shelly Lutz, Sandy Erskine, Robert Baxter, Matt Brown

At 12:08 p.m., there were a total of 15 participants attending the electronic meeting.

-Adoption of Previous Meeting Minutes from October 1, 2020 –  
2020-SF-M-045

Motion by Vaughan, seconded by Jensen to adopt the meeting minutes from the October 1, 2020 Statutory Finance. Roll Call Vote: Vaughan - yes; Jensen - yes; Grimshaw - yes; Young - absent; Bardwell - yes. Motion Carried.

*New Business:*

-Review and Adoption of Finance Report and Checks –  
2020-SF-M-046

Motion by Vaughan, seconded by Grimshaw to approve the finance checks as submitted on the October 14, 2020 report. Roll Call Vote: Jensen - yes; Grimshaw - yes; Young - absent; Vaughan - yes; Bardwell - yes. Motion Carried.

-Review and Adoption of Daily Report and Checks –  
2020-SF-M-047

Motion by Grimshaw, seconded by Vaughan to approve the daily checks as submitted on the October 14, 2020 report. Roll Call Vote: Vaughan - yes; Jensen - yes; Grimshaw - yes; Young - absent; Bardwell - yes. Motion Carried.

-Review and Adoption of Per Diems Report and Checks - none

*Old Business* – None

Public Comment - None

2020-SF-M-048

Motion by Grimshaw, seconded by Vaughan to adjourn the meeting at 12:14 p.m. Roll Call Vote: Grimshaw - yes; Young - absent; Vaughan - yes; Jensen - yes; Bardwell - yes. Motion Carried.

Meeting adjourned at 12:14 p.m.

Jodi Fetting  
Tuscola County Clerk

*Draft*  
**Tuscola County Board of Commissioners**  
**Committee of the Whole**  
**Monday, October 26, 2020 – 8:00 A.M.**

**Electronic remote access will be implemented for this meeting, in accordance with the Department of Health and Human Services Emergency Order Under MCL 333-2253 Gathering Prohibition and Mask Order and Public Act No. 228 of 2020.**

Commissioners Present In-Person:  
District 2 - Thomas Bardwell  
District 5 - Daniel Grimshaw (excused at 11:12 a.m.)

Commissioners Present Virtual:  
District 1 - Thomas Young - Columbia Township, Tuscola County, State of Michigan  
District 4 - Mark Jensen - Millington Township, Tuscola County, State of Michigan (excused at 10:28 a.m. and rejoined at 10:55 a.m.)

Commissioner Absent - District 3 - Kim Vaughan

Also Present In-Person:  
Eean Lee, Register John Bishop, Angie Daniels

Also Present Virtual:  
Clerk Jodi Fetting, Tracy Violet, Matt Brown, Mary Drier, Mark Haney, Ann Hepfer, Debbie Babich, Steve Anderson, Lisa Ozbat, Heidi Chicilli, Sandy Nielsen, Cody Horton, Sheriff Glen Skrent, Mike Miller, Cindy McKinney-Volz, Representative Phil Green, Brian Harris, Shelly Lutz, Robert Baxter, Sandy Erskine, Barry Lapp, Steve Root

At 8:13 a.m. there were 29 people attending the virtual portion of the meeting.

**County Updates**

1. Update from Ann Hepfer, Health Officer - The COVID numbers for Tuscola County were reviewed as there has been a huge increase in numbers for the county in the past week. Testing for COVID will be moved to the Mosquito Abatement building so it can be held as a drive-thru testing site. Testing will be conducted on Thursdays from 9:00 a.m. to 11:00 a.m.
2. Legislative Update from Representative Phil Green - Representative Green provided an update on unemployment agency appointments and the accessibility to that office. Also, discussed the difficulty people are experiencing getting an appointment with the Secretary of State's branch offices.
3. DHHS Gathering Directives, Masking and Social Distancing - Ann Hepfer covered in her presentation.

4. Future Commissioner Meetings – Commissioner Attendance/Hybrid Meetings - Commissioner Bardwell reviewed the option of continuing the option of holding the meeting partially virtually through the end of the year. In the event of illness, it is possible the meeting would be held fully virtual.

### **Finance/Technology**

Committee Leaders-Commissioners Young and Jensen

#### **Primary Finance/Technology**

1. 2020 Tuscola County Apportionment Report Review – Equalization Director Angie Daniels reviewed the report that was presented to the Commissioners. Matter to be placed on the Board agenda for Thursday for consideration of the proposed resolution.
  - Angie Daniels also reviewed the Audit of Minimum Assessing Requirements (AMAR) review process changes that have been implemented. A designated assessor agreement needs to be put into place by the end of the year with the local units.
2. 2021 Budget Preparation Progress and Calendar - Debbie Babich reviewed the updated calendar for budget preparation. Matter to be placed on the Consent Agenda.
  - Special Board Meeting Necessity - If the updated calendar is followed there should not be a need for a special meeting.
3. 2021 Budget Request for Equipment, Technology, and Capital needs - Debbie Babich reviewed the requests that are being included in the 2021 proposed budget. Updated funding recommendations will be presented at the Thursday Board meeting.
4. Lapeer Animal Control Ordinance & Fees - The Lapeer County Ordinance was included in the Agenda Packet. Commissioners can review and then have the matter placed on an upcoming Committee of the Whole agenda in 2021.
5. Building Code Letter Status and Follow-up - Matter to be postponed until Commissioner Vaughan can be in attendance and provide an update.
6. County Jail Proposal Status/Update - Matter to be postponed until January 2021 for further discussion.
7. Tuscola County Road Commission Millage Transfer Request - Mike Tuckey submitted a request for Local Bridge and Primary Road transfer request which was included in the agenda packet. Matters to be placed on the Consent Agenda.



## **Building and Grounds**

Committee Leaders-Commissioners Jensen and Grimshaw

### **Primary Building and Grounds**

1. Annual Clean Sweep Grant Update - Mike Miller provided an update on the Grant. The 2021 Grant contract has been submitted and Mike Miller is asking for permission to be the contact person for the grant application. Board policy requires the Board Chair as a signatory. Mike Miller will see about adding Commissioner Bardwell.

Commissioner Jensen excused at 10:28 a.m.

2. Parks and Recreation Capital Requests - Mike Miller reviewed the capital requests received from the Committee of split rail fence in an amount of approximately \$3,000.00. Also, matching funds in the amount of \$9,500.00 is being requested to be prepared for a potential future grant opportunity. Board discussed.
3. Friend of the Court Remodeling (wall) Request/Update - Mike Miller explained the request presented for the installation of the wall. Matter to be placed on Thursday's agenda.
4. Adult Probation Fence Installation Update - Mike Miller requested the project be placed on the 2021 budget requests sheet in the amount of \$5,000.00 for completion in the Spring 2021.
5. Recycling Center Move Progress and Update - Mike Miller provided an update on the projected move dates from the old facility to the new facility. Mike expects to have the new facility open to the public on November 9, 2020.
6. Safety Committee - Due to COVID, Mike Miller reported that the committee has not met. Commissioner Bardwell stated that with workman's compensation that a safety committee may be required to meet with minutes prepared. Shelly Lutz will follow up with AJ regarding the matter. Shelly is working to have Mark attend a meeting in November.

Commissioner Jensen re-joined at 10:55 a.m.

## **Personnel**

Committee Leader-Commissioner Vaughan and Bardwell

### **Primary Personnel**

1. Elected/Appointed Compensation - Board reviewed the overview of the state-wide wage survey that was included in the agenda packet. Matter to be placed on Thursday's agenda.
2. Virtual Enrollment Insurance Information Update - Shelly provided an update on the virtual meetings that have been scheduled.

**Other Business as Necessary**

1. Elected Officials/County Employees Memorandum on Their Role in Ballot Initiatives - Matter can be removed from the agenda.
2. New Commissioner Training/Updates - Commissioner Bardwell encouraged the Board to attend if they are able.
3. Resolution to Ratify & Confirm Actions Approved by the Board of Commissioners During Remote Meetings - Matter to be placed on Thursday's Agenda.

**Correspondence**

1. Iosco County Resolution Recommending The Impeachment of Governor Whitmer - Resolution was included in the agenda packet.

Commissioner Grimshaw excused at 11:00 a.m.

At 11:19 a.m. there were 29 people attending the electronic meeting.

**Public Comment Period -**

-Register Bishop explained that he has a new reporting requirement and is working on having the administrative fee increased to cover the increased responsibility of the administration.

Motion by Bardwell, seconded by Young to adjourn the meeting at 11:20 a.m. Roll Call Vote: Young - yes; Vaughan - absent; Jensen - yes; Grimshaw - absent; Bardwell - yes. Motion Carried.

Meeting adjourned at 11:20 a.m.

Jodi Fetting  
Tuscola County Clerk

**'DRAFT'**

**COUNTY OF TUSCOLA**

**STATE OF MICHIGAN**

**RESOLUTION TO ADOPT CONSENT AGENDA**

At a regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held as a Hybrid meeting with Electronic Remote Access, In accordance with the Department of Health and Human Services Emergency Order Under MCL 333-2253 – Gathering Prohibition and Mask Order, Public Act 228 of 2020 on the October 29, 2020 at 8:00 a.m. local time.

COMMISSIONERS PRESENT: \_\_\_\_\_

COMMISSIONERS ABSENT: \_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Consent Agenda Resolution be adopted:

**CONSENT AGENDA**

**Agenda Reference:** A

**Entity Proposing:** COMMITTEE OF THE WHOLE 10/29/20

**Description of Matter:** Move to approve the 2021 Budget Preparation Progress and Calendar. Also, all signatures are authorized.

**Agenda Reference:** B

**Entity Proposing:** COMMITTEE OF THE WHOLE 10/29/20

**Description of Matter:** Move to approve Tuscola County Road Commission Millage Transfer Request for Local Bridge. Also, all signatures are authorized.

**Agenda Reference:** C

**Entity Proposing:** COMMITTEE OF THE WHOLE 10/29/20

**Description of Matter:** Move to approve Tuscola County Road Commission Millage Transfer Request for Primary Road transfer. Also, all signatures are authorized.

**IT IS FURTHER RESOLVED** that any motion, resolution, or other act of Tuscola County inconsistent with this Resolution is hereby rescinded, modified, replaced or superseded by this Resolution.

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

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Thomas Bardwell, Chairperson  
Tuscola County Board of Commissioners

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Jodi Fetting  
Tuscola County Clerk

### 2021 Draft Budget Development Calendar

24-Aug	Presentation of financial trends/projections to commissioners and county officials	Controller
Week of Aug 31	Revenue and expenditure forms distributed to departments	Controller
31-Aug to 10-Sep	Revenue and expenditure projections for 2019, 2020 and 2021 prepared by departments	Departments
11-Sep	Department revenue and expenditure requests and projections compiled by Controller-reviewed by Board	Controller and Board
14-Sep	Board directs Controller and Finance Commissioners to prepare draft 2021 balanced budget	Controller and Finance Commissioners
14-Sept to 25-Sep	Controller and Finance Commissioners prepare first draft 2021 budget	Controller and Finance Commissioners
01-Oct	Board reviews first draft balanced 2021 budget - makes changes	Board
02-Oct	First draft 2021 budget submitted to departments for review/comment	Controller
2-Oct to 9-Oct	Departments prepare written comments regarding draft budget	Departments
<del>10/15/2020</del> October 29	Board reviews department comments and considers budget changes	Board
<del>10/16/2020</del> October 30	Departments notified if the Board makes budget changes	Controller
<del>10/26/2020</del> November 12	2 <sup>nd</sup> Board review of department requested budget changes	Board
<del>10/26/2020</del> November 13	Public hearing newspaper notice prepared/submitted	Controller
<del>10/27/2020</del> November 13	Public notice placed in newspaper (Advertiser has to have by Monday @ noon to make Wednesday's paper)	Controller
<del>11/12/2020</del> November 25	Public hearing conducted	Board
12-Nov or 25-Nov	Final budget revisions and adoption	Board

**2021 Capital Improvement Budget**

**Capital Improvement Requests and Funding Recommendations**

Requests		Recommended for Funding				Comments
Department Request	Capital Improvement Requests	Recommended for Funding from Capital Improvement Fund - 483	Recommended for Funding from Equipment/Technology Fund 244	Recommended for Funding from Special Purpose Fund		
	Redesign office	\$15,000		\$15,000		Move employee locations and add a moveable filing system to the vault where the two employees are currently sitting limiting access to the office by the general public for added safety measures.
<b>CONTROL</b>	Purdy Building Sign	\$1,600	\$1,600			Need sign to distinguish county building.
	Purdy Building Stucco Repair	\$34,000	\$34,000			Damaged and deteriorating.
<b>IT</b>	Clemis Vehicle Locator	\$9,500		\$9,500		Clemis Vehicle Locator
	ELMO Document Cameras - Courts	\$4,500		\$4,500		Document Cameras - Courts
	Sheriff vehicle Locator	\$8,700		\$8,700		Sheriff vehicle Locator
	Data Center Improvement	\$7,500		\$7,500		Move MDF out of common area, into secured data center
	Drain Office Scanner	\$5,000		\$5,000		To be used for large maps
	Courthouse Security Cameras	\$17,000		\$17,000		Added to cover outside areas not currently under surveillance
	Desktop Replacement	\$8,000		\$8,000		4 year cycle replacement of PCs
	Network Switching	\$25,000		\$25,000		Replace end of life network switches
	Replace Cable infrastructure	\$5,000		\$5,000		Replaces old 1GB cable with 10GB cable.
	Replace Printers	\$1,500		\$1,500		Replace aging printers
	ICompass Software	\$8,400		\$8,400		Meeting manager for minute taking docket display outside of courtroom
	Replace Aging Server	\$27,000		\$27,000		Replace aging server
<b>SHERIFF - JAIL</b>	Garage door replacement	\$5,000	\$5,000			Overhead garage doors for the jail need replaced for safety reasons
<b>Total</b>		<b>\$387,400</b>	<b>\$179,000</b>	<b>\$208,400</b>	<b>\$15,000</b>	
<b>Total Funded</b>		<b>\$402,400</b>				
<b>Total Not Funded</b>		<b>-\$15,000</b>				

**2021 Capital Improvement Budget**

**Capital Improvement Requests and Funding Recommendations**

Requests		Recommended for Funding				Comments
Department Request		Capital Improvement Requests	Recommended for Funding from Capital Improvement Fund - 483	Recommended for Funding from Equipment/Technology Fund 244	Recommended for Funding from Special Purpose Fund	
<b>ANIMAL CONTROL</b>	Interior Doors	\$5,400	\$5,400			Department of Ag replacement Inspection
	Exterior Doors	\$12,000	\$12,000			Department of Ag replacement Inspection w/card access
	Lights	\$2,500	\$2,500			
	Medical Room - Shower	\$1,000	\$1,000			Department of Ag replacement Inspection
	Cat Room	\$5,000	\$5,000			
	Window in office	\$2,500	\$2,500			Window to view incoming guests for security and customer service.
<b>BUILDING AND GROUNDS</b>	Vehicle - SUTV	\$16,000 \$30,000		\$16,000 \$30,000		SUV Pool Vehicle
	Vehicle - SUTV	\$16,000 \$30,000		\$16,000 \$30,000		SUV Pool Vehicle
	Animal Shelter Furnace and A/C Replacement	\$6,000	\$6,000			Current furnace and A/C systems are old and warn out.
	Health Dept. parking lot repairs	\$5,000	\$5,000			Deteriorating parking lot.
	Seal coat and line stripe Health Dept. parking lot	\$10,000	\$10,000			Regular maintenance.
	Seal Coat entrance Health Dept/DHHS/Dispatch buildings	\$2,000	\$2,000			Regular maintenance.
	Seal Coat DHHS North parking lot	\$1,000	\$1,000			Regular maintenance.
	Retention Pond at Health Dept/DHHS/Dispatch repair	\$12,000	\$12,000			Parking Lot Drainage issue.
	Animal Shelter parking lot addition	\$24,000	\$24,000			Additional parking needed, currently parking on lawn
	Annex roof replacement	\$50,000	\$50,000			Leaking - Repairs needed
<b>CLERK</b>	Clerk Storage Cabinets	\$15,000		\$15,000	\$15,000	Would be able to use funds from the CPL Account to help off-set costs.

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500

Telephone: 989-672-3700  
Fax: 989-672-4011

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 29<sup>th</sup> day of October, 2020 with the meeting called to order at 8:00 a.m.

Present:

Absent:

The following resolution was offered by

## RESOLUTION OF THE TUSCOLA COUNTY BOARD OF COMMISSIONERS APPROVING THE 2020 APPORTIONMENT REPORT Resolution 2020-09

**WHEREAS**, MCL 211.37 as amended, requires the County Board of Commissioners at their October session to apportion the amount of property taxes to be raised by the various jurisdictions; and

**WHEREAS**, the submitted Apportionment Report contains a summary of the requests for millages to be levied by the various taxing jurisdictions and the County of Tuscola; and

**WHEREAS**, MCL 207.12 as amended, requires the Director of the County Equalization Department to make and submit to the Department of Treasury, State Tax Commission, a detailed report of such actions by the County Board on a form prescribed by the Commission.

**NOW THEREFORE BE IT HEREBY RESOLVED** the Tuscola County Board of Commissioners approves the submitted Apportionment Report containing a summary of millage requests by the various taxing jurisdictions and further authorizes the Tuscola County Equalization Director to certify such forms and submit them as required by law to the appropriate departments.

Roll Call Vote:

Ayes:

Nays:

Resolution declared adopted.

\_\_\_\_\_  
Thomas Bardwell  
Chairman of the Tuscola County Board of Commissioners

I, the undersigned, Clerk of Tuscola County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Tuscola County Board of Commissioners, at its Regular Meeting held on October 29, 2020.



---

Jodi Fetting  
Tuscola County Clerk  
Clerk to the Board of Commissioner Tuscola County

PROPOSED

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## TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500

Telephone: 989-672-3700  
Fax: 989-672-4011

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 29<sup>th</sup> day of October, 2020 with the meeting called to order at 8:00 a.m.

Present:

Absent:

The following resolution was offered by

### **RESOLUTION TO RATIFY AND CONFIRM ACTIONS APPROVED BY THE BOARD OF COMMISSIONERS DURING REMOTE MEETINGS RESOLUTION 2020-10**

**WHEREAS**, in response to the COVID-19 pandemic, the Governor declared a State of Emergency by Executive Order 2020-4 on March 10, 2020 and extended the State of Emergency by subsequent Executive Orders; and

**WHEREAS**, in conjunction with the State of Emergency, on March 18, 2020 the Governor issued Executive Order 2020-15 which authorized remote participation in public meetings and specifically allowed public bodies to hold meetings electronically, either by telephonic or video conferencing; and

**WHEREAS** subsequent Executive Orders extended the authorization to hold remote meetings and ultimately, on July 17, 2020, through Executive Order 2020-154, extended the authority to hold remote meetings through the remainder of the State of Emergency; and

**WHEREAS**, in reliance on the Executive Orders authorizing remote meetings, the Tuscola County Board of Commissioners, has conducted all meetings electronically since April 16, 2020.

**WHEREAS**, on October 2, 2020 the Michigan Supreme Court issued an opinion in which a majority of the Justices agreed that Executive Orders issued after April 30, 2020 are invalid as the law under which they were issued allowed an unconstitutional delegation of authority to the Governor; and

**WHEREAS**, in response to the October 2, 2020 Michigan Supreme Court Opinion, 2020 Public Act 228 was adopted by the state legislature and signed by the Governor. This Act is effective immediately and retroactively and modifies the Open Meetings Act authorizing remote meetings through December 31, 2020 for any circumstance and through December 31, 2021 for certain qualifying reasons.

**THEREFORE BE IT RESOLVED** that in light of the October 2, 2020 Michigan Supreme Court Opinion and 2020 Public Act 228 amending the Open Meetings Act, the Tuscola County Board of Commissioners affirms and ratifies all actions approved by the Board of Commissioners at the following Committee of the Whole, Public Hearings and Board meetings: March 31, 2020, April 16, 2020, April 30, 2020, May 14, 2020, May 21, 2020, May 28, 2020, June 8, 2020, June 11, 2020, June 22, 2020, June 25, 2020, July 16, 2020, July 27, 2020, July 30, 2020, August 10, 2020, August 13, 2020, August 24, 2020, August 27, 2020, September 14, 2020, September 17, 2020, September 28, 2020 and October 1, 2020.

Roll Call Vote:

Ayes:

Nays:

Resolution declared adopted.

\_\_\_\_\_  
Thomas Bardwell  
Chairman of the Tuscola County Board of Commissioners

I, the undersigned, Clerk of Tuscola County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Tuscola County Board of Commissioners, at its Regular Meeting held on October 29, 2020.

\_\_\_\_\_  
Jodi Fetting  
Tuscola County Clerk  
Clerk to the Board of Commissioner Tuscola County

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## 1. PURPOSE

These rules are adopted by the Board of Commissioners of Tuscola County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

## 2. MEETINGS

### 2.1 Organizational Meeting

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the County Clerk shall preside at the start of the meeting. The organizational meeting may be held in December of the current year provided all current commissioners remain unchanged for the next two year term. If there are any commissioner changes for the next two year term, then the organizational meeting shall be held within 72 hours after New Year's Day.

The first item of business shall be election of the Chairperson of the Board. There are two procedural steps related to electing the Chairperson that have to be decided prior to conducting the election:

The Board Chairperson shall be elected each odd numbered year for a 2-year term, unless the Board provides by resolution that the chairperson shall be elected annually to a 1-year term. The Board needs to make a decision on this term length. If no action is taken the Michigan law states the term shall be for 2-years.

The Board also needs to make a decision regarding the potential use of a secret ballot. State law provides that the vote of the Chairperson may be accomplished by way of a secret ballot. If the Board chooses to conduct the election of the Board Chairperson by secret ballot, a majority of the Board must first vote to do so.

Unless a secret ballot is chosen, the clerk shall call for nominations for the office of chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the clerk shall call for a vote. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared chairperson.

The next order of business is to proceed with the election to the office of Vice-chairperson, which shall be conducted by roll call vote.

There is no statutory provision for the election of the vice-chairperson by secret ballot or to have a 2-year term, therefore the vice-chairperson is elected for a 1-year term.

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**2.2 Regular Meetings**

At its first meeting in each calendar year, the Board of Commissioners shall establish its schedule including meeting times of regular meetings for the balance of the year.

**2.3 Special Meetings**

The Board of Commissioners shall meet in special session upon the call of the chairperson of the board. The chairperson may convene a meeting of the Board upon his/her discretion. Notice shall be given as provided in Rule 3.3.

**2.3.1** As an alternate means of calling a special meeting, upon the written petition filed with the county clerk and signed by one-third or more of the members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting.

**2.4 Emergency Meetings**

Emergency meetings of the Board of Commissioners may be held only with the approval of two-thirds of the members of the Board and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before public notice as provided in Rule 3.3 can be given. Actions taken at an emergency meeting should be ratified at the next publicly noticed meeting.

**2.5 Place of Meetings**

Meetings of the Board of Commissioners shall be held in the chambers of the HH Purdy Building (125 W. Lincoln Street, Caro) unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board shall appear inadequate for members of the public to attend, the chairperson may change the meeting location to a larger facility in the county. A notice of such change shall be prominently posted on the door of the regular meeting place.

**2.6 Time of Regular Meetings**

The time of regular meetings shall be stated in the regular schedule of meetings adopted under Rule 2.2. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

**2.6.1 Change in Schedule**

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the Board shall meet and a quorum is not present, the Board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given.

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**3. PUBLIC NOTICE OF MEETINGS**

The county clerk shall provide the proper notice for all meetings of the Board. Such notice shall include, but not necessarily be limited to the following:

**3.1 Regular Meetings**

Posting a notice within 10 days after the first meeting of the Board in each calendar year indicating the date, time, and place of the Board's regularly scheduled and committee meetings.

**3.2 Schedule Change**

Whenever the Board shall change its regular Board schedule of meetings, a posting of notice of the change will be done by the clerk within three days following the meeting in which the change was made. Committee meeting changes from the original schedule will be posted by the Controller/Administrator's Office.

**3.3 Special and Emergency Meetings**

If the Board shall schedule a special meeting under Rule 2.3 or an emergency meeting under Rule 2.4, notice of such meeting shall be posted immediately by the clerk. No meeting, except emergency meetings, shall be held until the notice shall have been posted at least 18 hours. Commissioners will be notified by written or telephone communication of said meeting.

**4. QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD, COMPENSATION**

**4.1 Quorum**

A majority of commissioners of the Board, elected and serving, shall constitute a quorum for the transaction of ordinary business of the Board.

**4.2 Attendance**

No member of the County Board may absent himself or herself without first having notified the chairperson of his or her intent to be absent from a scheduled meeting.

**4.3 Compensation**

Commissioner compensation shall be reviewed at least once no later than July of election years to determine if compensation changes will be implemented for the Board of Commissioners taking office January 1<sup>st</sup> of odd numbered years.

**5. AGENDA FOR MEETINGS**

**5.1 Agenda Preparation Responsibility**

The Controller/Administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled Board of Commissioners, committee, and other meetings. The chairperson of the Board or chairperson of the respective committee shall review and add or delete items, as he/she considers proper. Unanticipated agenda items that require discussion or decisions may

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be covered under the other business agenda reference. It is each individual's responsibility to attend the meeting to understand other business items that may be covered.

**5.2 Distribution of Regular Board of Commissioner Agenda and Materials**

Upon completion of the agenda for the regular Board meeting, the Controller-Administrator shall immediately distribute to Commissioners copies of the agenda together with copies of reports, etc. which shall relate to matters of business of the agenda.

Unless extenuating circumstances arise, a paper copy of the agenda and attachments will be sent enough in advance of the scheduled meeting date to allow commissioner review prior to the meeting. A paper copy of the complete agenda and attachments is made available in the Controller/Administrator's Office. An electronic copy of the agenda and attachments is also made available on the county web [www.tuscolacounty.org](http://www.tuscolacounty.org). The Controller/Administrator's office electronically notifies all department heads and other requesting parties when agendas are available on the website.

It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business/on-going matters."

**5.3 Distribution of Committee Meeting Agendas**

Committee agendas (in draft form) will be made available electronically via the county website in advance of the scheduled meeting. The Controller/Administrator's Office also notifies all department heads and other requesting parties when the agenda is available on the website. It is stressed that other agenda items may be added the day of the meeting. Also, certain items may be covered under the agenda heading "other business/on-going matters." There may be extenuating circumstances where it is not possible to distribute the agenda in advance of the meeting.

**5.4 Consent Agenda**

The Board shall use a "Consent Agenda" according to the resolution and rules approved by the Board on January 25, 2000. The consent agenda motions will be prepared by the Controller/Administrator's Office.

**5.5 Order of Business**

The order of business at all Board meetings shall follow the following agenda, unless the Board approves modifications during the "Agenda" section of the meeting:

- a. Call to Order
- b. Prayer

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- c. Pledge of Alliance
- d. Roll Call
- e. Adoption of Agenda
- f. Action on Previous Meeting Minutes
- g. Brief Public Comments
- h. Consent Agenda
- i. New Business
- j. Old Business
- k. Correspondence
- l. Committee and Liaison Reports
- m. Closed Sessions (if necessary)
- n. Extended Public Comment
- o. Adjournment

## **6. CONDUCT OF MEETINGS**

### **6.1 Chairperson**

The person elected chairperson in the first meeting each year of the Board shall preside at all meetings of the Board. In the absence of the chairperson, the person elected vice-chairperson shall preside. If neither the chairperson nor the vice-chairperson is present, the clerk shall preside until the commissioners present elect a commissioner to preside during the absence of the chairperson or vice-chairperson.

### **6.2 Form of Address**

Any person, including Board members, wishing to speak at a meeting shall first obtain the approval of the chairperson and each person who speaks shall address the chairperson, and not other members of the audience, other commissioners or staff in attendance.

### **6.3 Disorderly Conduct**

The chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, by speaking vulgarities, or by violating Board rules. Such person shall there upon be seated until the chairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the Board of Commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the chairperson may order the person to leave the meeting. Since the purpose of the meeting is to discuss public business and not address individual personalities, "personal attacks" on government officials are prohibited and shall be considered "out of order".



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**6.4 Brief and Extended Public Comment Period**

A brief public comment period will be provided early on the Board agenda for agenda items only. Comments during this period will be limited to 3 minutes in order to leave time for the Board to conduct other items on the agenda unless this time is waived by the Chairperson.

Another public comment period will be provided later on the agenda with the length of public comment extended. The length of comment during this period will be at the discretion of the Chairperson.

**6.5 Procedures to Address the Board**

Any person who addresses the Board shall state their name and their township of residence for the record. When there are many people who desire to address the Board, the Chairperson may implement other reasonable rules for public participation, including but not limited to requiring the completion of a written request to speak at the meeting.

**7.0 RECORD OF MEETINGS**

**7.1 Minutes and Official Records**

The county clerk shall be clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board. The minutes shall include the names of the mover and seconder and the vote of the commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The clerk shall maintain, in the office of the clerk, copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution/motion, or other matter.

**7.2 Record of Discussion**

The clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the Board members nor of the comments made by the members of the public.

**7.3 Request for Remarks to Be Included**

Any Commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

**7.4 Public Access to Meeting Records**

The clerk shall make available to members of the public the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Draft board

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minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days of the meeting at which they were approved. The Board shall also promptly mail copies of minutes to persons who have subscribed and paid the fee therefore as determined by the Board, consistent with any requirements of the Freedom of Information Act.

**7.5 Board Stationery**

County Board stationery cannot be used for personal commissioner use unless approved by the Full Board of Commissioners.

**8.0 COMMITTEES**

**8.1 Committee of the Whole**

All commissioners shall serve on a Committee of the Whole which will be advisory only but responsible for making recommendations to the Board but not decisions for the Board. The Committee of the Whole may have topic leaders whereby a commissioner is assigned to lead topics areas such as finance, personnel, building and grounds, etc. The County Clerk shall keep minutes of these meetings. The consent agenda motions will be prepared by the Controller/Administrator's Office.

**8.2 Statutory Finance Committee**

A Statutory Finance Committee (consisting of all five commissioners) will be responsible for review and approval of all claims and per diems. In the event that the Statutory Finance Committee meets in a continuous meeting setting with the Full Board or a Committee of the Whole meeting, the Statutory Finance Committee meeting shall be separately called, opened and adjourned, and separate minutes shall be kept. The County Clerk must keep the minutes of this meeting. The County Clerk will maintain minutes of all Statutory Finance Committee meetings and shall make them available to necessary parties and they shall be included with each Board packet.

**8.3 Grievance Committee**

Two commissioners will be appointed and serve on the union contract grievance committee.

**8.4 Commissioner Appointments**

The Board chairperson shall appoint commissioners to various boards and commissions and in certain cases as a liaison to boards and commissions.

**9.0 CLOSED MEETINGS**

**9.1** The vote to hold a closed meeting shall be recorded in the minutes of the meeting at which the decision was made.

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9.2 The Board of Commissioners may meet in closed session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

- 9.2.1 To consider the purchase or lease of real property, until an option to purchase or release that property is obtained.
- 9.2.2 To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county Board.
- 9.2.3 To consider a County attorney's written opinion.
- 9.2.4 To review the specific contents of an application for employment to a county position and the applicant requests that the application remains confidential. Whenever the Board meets to interview an applicant, the meeting shall be open to the public.
- 9.2.5 Other Reasons

The Board may also meet in closed session for the following reasons without the requirement of a two-thirds vote:

- 9.2.5.1 To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.
- 9.2.5.2 To consider strategy connected with the negotiation of a collective bargaining agreement.
- 9.2.5.3 To consider any other matter authorized as a topic of a closed meeting by the Open Meetings Act, upon the proper vote specified therein.

**9.3 Minutes, Closed Meetings**

Generally, the County Clerk shall prepare the minutes for closed meetings. If the Board Chair determines that it would be inappropriate for the Clerk to attend the closed meeting, he shall designate another party to take the minutes. The County's attorney may review the draft minutes of the Closed Meeting. The minutes are to be sealed and kept in the County Clerk's office. Such minutes do not have to be approved by the Board. The minutes shall not be disclosed to the public except upon the order of a court. With the approval of the Board Chair, the Clerk may destroy the minutes after one year

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and one day have passed after the meeting at which the Board approved the minutes of the meeting at which the Board voted to hold the closed meeting.

## 10. MOTIONS AND RESOLUTIONS

### 10.1 Statement by Chairperson, Motions, and Resolutions

No motions or resolution shall be adopted until the presiding officer states the motion. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

### 10.2 Rank of Motions

- a. Privileged Motions
- b. Fix the time to which to adjourn (to set the time for next meeting)
- c. Adjourn
- d. Recess
- e. Raise a question of privilege
- f. Call for orders of the day

### 10.3 Subsidiary Motions

- a. Lay on the table
- b. Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table)
- c. Limit or extend the limits of debate
- d. Postpone to a certain time (postpone definitely)
- e. Refer to a committee
- f. Amend the main motion
- g. Postpone indefinitely
- h. Clear the floor of all motions

#### 10.3.1 Main Motion

#### 10.3.2 Non-debatable Motions

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

### 10.4 Procedural Motions

#### 10.4.1 Motion to Reconsider

The motion to reconsider shall be in order on any question that the Board has decided, but no question shall be reconsidered more than once. The motion to

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reconsider shall be in order on the same day as the vote to be reconsidered was taken, or at the following meeting. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

**10.4.2 Motion to Clear the Floor**

The motion to clear the floor may be made by the chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

**10.4.3 Temporary Suspension of the Rules**

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the Board in a legal manner.

**10.4.4 Appeal Rulings of the Chairperson**

Any Commissioner may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be "Shall the decision of the Chairperson stand as the decision of the County Board of Commissioners?"

**11. VOTING**

**11.1 Abstaining from Voting**

Whenever the Chair puts a question to the members, every commissioner present shall vote on the question. No member present shall abstain from voting "yes" or "no". In the event that a member refuses to declare a "yes" or "no", the Chair shall direct the Clerk to record the vote as a "no" vote.

**11.2 Roll Call Votes**

The names and votes of commissioners shall be recorded on Board actions to adopt final measures such as ordinances, resolutions, appointment or election of officers, etc. The election of the Board chairperson may be by secret ballot with the approval of a majority of commissioners present. Upon the demand of one fifth of the commissioners, a roll call vote shall be taken on other motions and actions.

**11.3 Voting Via Voice**

When in the judgment of the chairperson, the Board of Commissioners will cast a unanimous vote on the question on the floor, the Chairperson may put the questions to the members by stating: "Without objection, the chair will direct the clerk to enter a unanimous affirmative (or negative) vote on the question. Is there objection?"

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Hearing none, the clerk is directed to enter a unanimous affirmative (or negative) vote on the question." At this point, the clerk shall enter an affirmative (or negative) vote for each of the members present.

If any member objects, he or she should do so aloud. Whereupon, the chairperson shall direct the clerk to call the roll.

**11.4 Votes Required**

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

**12. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the Board or other person so designated by the Board shall serve as the Board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

**13. INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS**

**13.1 Definition**

Any action regarding the operation or administration of a department of the county government or containing policies of the Board of Commissioners applicable to one or more departments of the county, and not adopted as an ordinance, shall be declared administrative policy.

**13.2 Introduction**

Any commissioner may introduce an administrative resolution at any regular or special meeting of the Board of Commissioners in the regular order of business.

**13.3 Order for Consideration**

The regular order for consideration of proposed administrative resolutions shall be:

**13.3.1 Introduction**, first reading by title, and reference to the appropriate committee, as determined by the Board chairperson.

**13.3.2 Report** by the committee considering the proposal and placement on the agenda under new business – adoption of resolutions.

**13.3.3 Full Board** discussion and vote. Each member shall be given opportunity to discuss the resolution and offer such amendments as she or he shall consider appropriate. Amendments shall be made in the following forms:

BOARD OF COMMISSIONERS  
RULES OF ORDER  
TUSCOLA COUNTY, MICHIGAN  
Revised 1/03/17

"I move to amend by striking the following (sections or words)."

"I move to amend by striking the following (sections and words) and inserting the following (sections or words)."

"I move to amend by inserting the following (lines or words) after (describe the location)."

"I move to amend by adding the following (lines or words) after (describe the location)."

Before calling for a vote on the proposed amendment, the chairperson shall direct the clerk to read the proposed amendment and to state how the section or sentence will read if the amendment is approved. Thereafter, the chairperson shall call the question on the amendment.

**13.3.4 Form**

Each administrative resolution shall conform to the form required for introduction and adoption.

**13.5 Committee Review**

The chairperson of the Board shall refer all proposed administrative resolutions to an appropriate committee of the Board. The committee shall review the proposal and invite effected departments of the county to comment and offer explanations. The committee, in its report, shall include a summary of the comments and objections to the resolution. Any administrative resolution reported without recommendation shall automatically lie on the table until ordered removed by the Board.

**13.6 Adoption**

The Board of Commissioners may adopt the committee recommendation or refer the report to a standing committee where further consideration can be given. On the final adoption of a proposed amendment, the vote shall be taken by a record roll call or in accordance with Rule 11.3. A majority of the commissioners elected and serving shall be required for adoption, unless a statute requires a larger number of votes to adopt the policy.

**13.7 Notification**

Upon the final adoption of an administrative resolution, the Board secretary shall notify each county department head of the Board action. Such notification shall be by title or summary. The Board secretary shall make available a copy of the full administrative resolution.

**13.8 Record of Administrative Resolutions**

The clerk shall keep a copy of each administrative resolution of the Board in a separate file or book with appropriate subcategories according to subjects covered. The record of each administrative resolution shall provide the date of adoption, the

BOARD OF COMMISSIONERS  
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record vote of each commissioner, and any amendments thereto adopted by the Board.

**14. INTERPRETATION & OPERATION**

**14.1 Intent Controls**

These Rules shall be interpreted in a manner to effectuate their intent, and as a general rule, form should not be elevated over substance.

**14.2 Coordination**

Wherever possible, these Rules should be interpreted in a manner consistent with state law and County ordinance.

**14.3 Severance**

If any Rule herein is determined to be unlawful, it shall be struck and the remaining Rules shall continue in full force and effect.

**14.4 Ratification**

In the event that a Board action shall be declared invalid because of a failure to follow these Rules, the Board shall have the right to ratify the action and to make such ratification nunc pro tunc (effective as of the original date of the defective action).

**14.5 Amendment**

The Board may amend these Rules at any time upon a majority vote of the members serving.



WAGE SURVEY				
	TREASURER	CLERK	REGISTER	DRAIN COMM.
ALCONA	\$ 46,351.00	\$ 46,351.00	\$ 46,351.00	N/A
ALGER	\$ 65,000.00	\$ 65,000.00	CLK/REG	
ALLEGAN	\$ 80,916.94	\$ 80,916.94	CLK/REG	\$ 80,916.94
ALPENA	\$ 59,789.00	\$ 64,446.00	\$ 56,158.00	\$ 8,668.00
ANTRIM	\$ 63,890.00	\$ 65,230.00	\$ 61,273.00	\$ 597.00
ARENAC				
BARAGA				
BARRY				
BAY	\$ 79,147.00	\$ 79,147.00	\$ 79,147.00	\$ 79,147.00
BENZIE	\$ 59,749.40	\$ 60,049.40	\$ 59,959.40	\$ 2,400.00
BERRIEN				
BRANCH	\$ 59,452.00	\$ 59,452.00	\$ 59,452.00	\$ 50,205.00
CALHOUN				
CASS	\$ 67,716.09	\$ 69,372.54	CLK/REG	\$ 57,153.66
CHARLEVOIX				
CHEBOYGAN				
CHIPPEWA	\$ 64,178.40	\$ 76,441.25	\$ 76,441.25	\$ 983.34
CLARE	\$ 54,759.24	\$ 62,556.78	CLK/REG	\$ 34,338.04
CLINTON	\$ 76,969.00	\$ 83,316.00	clk/reg	\$ 71,423.00
CRAWFORD				
DELTA				
DICKINSON	\$ 65,405.00	\$ 65,405.00	CLK/REG	\$ 1,463.00
EATON				
EMMET				
GENESEE				
GLADWIN	\$ 59,488.00	\$ 54,511.00	\$ 52,050.00	\$ 30,558.00
GOGEBIC	\$ 51,762.00	\$ 55,573.00	CLK/REG	N/A
GRAND TRAVERSE				
GRATIOT				
HILLSDALE	\$ 56,778.00	\$ 58,030.00	\$ 56,778.00	\$ 55,048.00
HOUGHTON	\$ 60,421.00	\$ 67,491.00	CLK/REG	23.47 HR.
HURON	\$ 66,544.00	\$ 66,544.00	\$ 58,648.00	N/A
INGHAM	\$ 103,832.00	\$ 96,373.00	\$ 90,086.00	\$ 90,086.00
IONIA				
IOSCO				
IRON	\$ 55,223.00	\$ 59,277.00	CLK/REG	\$ 4,744.00
ISABELLA	\$ 85,357.00	\$ 81,807.00	\$ 74,033.00	\$ 66,998.00
JACKSON				
KALAMAZOO				
KALKASKA	\$ 49,399.00	\$ 50,320.00	\$ 50,315.00	\$ 2,222.00
KENT	\$ 113,671.00	\$ 118,801.00	CLK/REG	\$ 102,291.00
KEWEENAW				
LAKE	\$ 58,598.00	\$ 58,000.00	CLK/REG	N/A

LAPEER	\$ 67,168.17	\$ 63,776.89	\$ 57,020.64	\$ 58,887.16
LEELANAU				
LENAWEE				
LIVINGSTON				
LUCE				
MACKINAC				
MACOMB				
MANISTEE	\$ 65,732.00	\$ 69,108.00	\$ 64,798.00	\$ 4,489.00
MARQUETTE	\$ 63,000.00	\$ 67,000.00	\$ 63,000.00	\$ 25,600.00
MASON	\$ 63,021.95	\$ 63,021.95	\$ 56,882.38	\$ 47,411.43
MECOSTA	\$ 63,231.00	\$ 65,216.00	\$ 63,231.00	\$ 63,231.00
MENOMINEE				
MIDLAND	\$ 86,318.00	\$ 82,856.00	\$ 79,049.00	\$ 81,072.00
MISSAUKEE				
MONROE	\$ 79,317.00	\$ 85,817.00		\$ 79,317.00
MONTCALM				
MONTMORENCY	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 10,000.00
MUSKEGON				
NEWAYGO	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
OAKLAND				
OCEANA	\$ 58,680.00	\$ 58,680.00	\$ 58,680.00	\$ 58,680.00
OGEMAW				
ONTONAGON				
OSCEOLA	\$ 55,226.00	\$ 60,646.00	\$ 55,590.00	\$ 14,413.00
OSCODA	\$ 47,400.00	\$ 47,400.00	CLK/REG	N/A
OTSEGO				
OTTAWA	\$ 106,283.00	\$ 108,367.00	CLK/REG	\$ 95,950.00
PRESQUE ISLE	\$ 49,200.00	\$ 49,200.00	\$ 44,200.00	\$ 5,200.00
ROSCOMMON				
SAGINAW	\$ 94,315.00	\$ 85,230.00	\$ 83,776.00	\$ 94,165.00
ST. CLAIR				
ST. JOSEPH	\$ 72,563.00	\$ 83,978.00	CLK/REG	\$ 72,776.00
SANILAC	\$ 60,953.10	\$ 63,862.10	\$ 58,407.10	\$ 55,590.16
SCHOOLCRAFT	\$ 55,743.00	\$ 55,849.00	CLK/REG	\$ 6,750.00
SHIAWASEE				
TUSCOLA	\$ 62,182.36	\$ 62,182.36	\$ 60,324.63	\$ 60,324.63
VAN BUREN				
WASHTENAW				
WAYNE				
WEXFORD				

RESOLUTION #2020-15

9

Resolution Declaring Alcona County a Constitutional Second Amendment Sanctuary County

WHEREAS, the Second Amendment to The Constitution of the United States of America, ratified in 1791 as part of the Bill of Rights, states "A well-regulated Militia, being necessary to the security of a free state, the right of the people to keep and bear arms shall not be infringed"; and

WHEREAS, Article I, Section 6 of the Michigan Constitution (1963) provides that "Every person has a right to keep and bear arms for the defense of himself and the state"; and

WHEREAS, it is the desire of this Board to reaffirm its commitment and support of The Constitution of the United States of America as well as the Constitution of the State of Michigan including all amendments which protect Alcona County citizens' Individual rights; and

WHEREAS, each Alcona County Commissioner, as provided by Article IX, Section 1, of the Michigan Constitution (1963), took an oath to support The Constitution of the United States of America and the Michigan Constitution.

WHEREAS, a "Constitutional Sanctuary County" is defined as a place of refuge for the law abiding citizen in regards to the citizens' rights under The Constitution of the United States of America and Michigan Constitution including but not limited to the Second Amendment right to Keep and Bear Arms.

NOW THEREFORE IT IS HEREBY RESOLVED, by the Alcona County Board of Commissioners, that the County of Alcona, Michigan, be, and hereby is, declared to be a "Constitutional Sanctuary County."

IT IS FURTHER RESOLVED, that this Board affirms its support for the Alcona County Sheriff and the Alcona County Prosecuting Attorney, in the exercise of their sound discretion to NOT enforce any statute or law that is contrary to the rights established by The Constitution of the United States of America and the State of Michigan constitution against any law abiding citizen of Alcona.

BE IT FURTHER RESOLVED, that this Board will not authorize or appropriate funds, resources, employees, agencies, contractors, buildings, detention centers or offices for the purposes of enforcing any law that restricts the rights of any law abiding citizen affirmed by the Second Amendment or Article 1, Section 6, of the Michigan Constitution, nor be used to aid any state or federal agency in infringing or restricting such rights which would be considered to be unconstitutional; and

BE IT FURTHER RESOLVED, that the Board respectfully requests the Michigan Legislature, the United States congress and other agencies of State and Federal government to vigilantly preserve and protect those rights by rejecting any provision, law or regulation that may infringe, have the tendency to infringe or place any additional burdens on the rights of law-abiding citizens to keep and bear arms; and

BE IT FURTHER RESOLVED, This Resolution supersedes the previous Alcona County Second Amendment Resolution #2020-08 which was passed by the Alcona County Board of Commissioners on February 5, 2020.

BE IT FURTHER RESOLVED, that a copy of this Resolution be sent to Governor Gretchen Whitmer, Senator Jim Stamas, House Representative Susan M Allor, and the other 82 counties in the State of Michigan, U.S. Congressman Jack Bergman and Senator Debbie Stabenow and Gary Peters.

Moved by Gary Wnuk, seconded by Carolyn Brummund. A roll call vote was taken and this Resolution was passed by a vote of 3-1.

Those Commissioners voting in favor: Craig Johnston, Carolyn Brummund and Gary Wnuk.

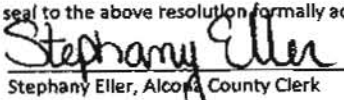
Those Commissioners voting against: Adam Brege

This Resolution was declared adopted.

  
Craig Johnston, Board Chairman

STATE OF MICHIGAN )  
 )  
COUNTY OF ALCONA )

I, Stephany Eller, Clerk of the Alcona County Board of Commissioners, do hereby certify and set my seal to the above resolution formally adopted on the 21<sup>st</sup> day of October, 2020.

  
Stephany Eller, Alcona County Clerk