

**Tuscola County Board of Commissioners  
Committee of the Whole  
Monday, March 22, 2021 – 8:00 A.M.**

**Electronic remote meeting 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. 254 of 2020.**

Roll Call - Clerk Jodi Fetting

Commissioners Present Virtual:

District 1 - Thomas Young - Columbia Township, Tuscola County, State of Michigan  
District 2 - Thomas Bardwell - Ellington Township, Tuscola County, State of Michigan  
District 3 - Kim Vaughan – Fremont Township, Tuscola County, State of Michigan  
District 4 - Douglas DuRussel - Tuscola Township, Tuscola County, State of Michigan  
District 5 - Daniel Grimshaw - Vassar Township, Tuscola County, State of Michigan  
(excused at 12:28 p.m.)

Commissioner Absent - None

Also Present Virtual:

Clerk Jodi Fetting, Clayette Zechmeister, Eean Lee, Tracy Violet, Mary Drier, Mark Haney, Steve Anderson, Mike Miller, Barry Lapp, Tim Green, Matt Brown, Jana Brown, Ann Hepfer, Heather Thomas-Verhaeghe, Heidi Chicilli, Sandy Nielsen, Treasurer Ashley Bennett, Cody Horton, Debbie Babich, John Axe, Steve Burke, Pam Shook, Robert Baxter, Eric Morris, Deb Cook, Dan Skiver, Sheriff Glen Skrent, Shelly Lutz, Shannon Gwizdala, Deb Mika, Sandy Erskine, Gary Rolka

At 8:08 a.m., there were 33 participants attending the meeting.

**County Updates**

County COVID-19 Update - Ann Hepfer, Health Officer, explained that the positivity rate in Tuscola, Huron and Sanilac County area is on the rise with Tuscola County at a 15.8% positivity rate. Health Officer Hepfer reviewed the most recent changes issued by the Centers for Disease Control and Prevention (CDC) regarding COVID-19 guidelines. The COVID-19 testing provided by the Health Department will be moving to the Health Department parking lot the first week of April. The COVID-19 vaccinations provided by the Health Department will be moving to the Caro Center Plaza in the building formerly known as Fashion Bug.

## **New Business**

1. Refunding Tuscola County Pension Obligation Bonds – Steve Burke, CFA – Municipal Financial Consultants (MFCI, LLC) and John Axe, Clark Hill PLC – Steve Burke reviewed the current rate of the county bonds and what the bond rate could be reduced to. Mr. Burke reviewed the refunding considerations, the refunding summary and the Huntington Bank proposal. Mr. Burke reviewed the steps that would be taken if the Board decided to proceed. Matter discussed by the Board and matter to be reviewed further by the Finance Committee. Matter to be brought back to a future Committee of the Whole meeting.
2. Tuscola County Health Department Audit Presentation Fiscal Year Ending September 30, 2020 – Heather Thomas-Verhaeghe from Gardner, Provenzano, Thomas & Luplow P.C., reviewed the Tuscola County Health Department Audit from the Fiscal Year ending September 30, 2020. Ms. Thomas-Verhaeghe reported that the audit was favorable. Matter to be placed on the Consent Agenda.
3. Tuscola County Health Insurance Renewal Date Change – Dan Skiver, Brown & Brown, explained the proposed date change for the renewal date to be January 1<sup>st</sup> annually. Mr. Skiver explained that the current contract would need to be renewed as a 16-month agreement. Matter to be placed on the Consent Agenda.
4. MAC Legislative Update
  - a. Meetings after March 31, 2021 – Board discussed the expiration of the current legislation that allows for full virtual meetings. There is pending legislation that if passed will extend that deadline. As of today, the April meetings will be held as a hybrid style with all five Commissioners in attendance in person in the Board room and others allowed to attend virtually.
  - b. American Rescue Plan – County and Local Estimated Distributions – Clayette Zechmeister provided an update on the funding that is expected to be received. Board discussed establishing an Ad Hoc Committee to discuss how to utilize the funding once the guidelines have been provided.
5. County Treasurer Closure – Foreclosure Date Extended – Treasurer Ashley Bennett explained the extension of the due date and that no additional interest charges will be accessed.
6. Treasurer Employee Pay Due to COVID-19 10-Day Closure – Board discussed the situation of the employees having to quarantine and not be at work for a 5-day period. Board discussed employee pay for the time period. Board agreed the affected employees can file for unemployment.
7. IT Departmental Options for Departmental Employees to Work From Home Under Health Department Directives to Close Departments for Specific Periods – The opportunity for Departments to be able to work from home when needed with the technology received was discussed. Eean Lee, Chief Information Officer, stated if a department has a need or a concern of having employees to have the ability to work remotely that he is open to a discussion to see if a solution is possible.

Recessed at 10:06 a.m.

Reconvened at 10:16 a.m.

Present: Young, Vaughan, DuRussel, Grimshaw

Commissioner Bardwell joined at 10:32 a.m.

8. Update Request for Proposal (RFP) Building Codes – Clayette Zechmeister reviewed the steps that she has taken to prepare the RFP for Building Codes. Draft Building Codes RFP to be prepared and presented at the April 12, 2021 Committee of the Whole meeting.
9. 2021 Animal Control Budget Update – Clayette Zechmeister reviewed the animal control budget. Board discussed option of claiming the loss using the American Rescue Plan funding. Board discussed the late fee that is being assessed to residents that were late in renewing their dog licenses. Matter to be placed on the agenda for Thursday’s meeting for discussion of a temporary solution. Matter to be placed on the April 12, 2021 Committee of the Whole agenda for discussion as to how to proceed in the future with dog license fees and the late fee.
10. Out of State Travel Request – Sandra Nielson, Dispatch Director, submitted the request. Matter to be placed on the Consent Agenda.

### **Old Business**

1. Potential Resolution Review for FCC Proposing Changes to how 911 Funds are Used - Sandra Nielson, Dispatch Director explained the request for support of the proposed resolution. Board discussed the matter with no further action to be taken at this time.
2. Board Rules – On going – Conflict Policy Creation – 11.1 Language – Clayette Zechmeister presented the draft Board Rules. Matter to be placed on Thursday’s agenda for further discussion and possible adoption.
3. IT Department Space Needs – Potential Relocation – Clayette Zechmeister presented an option of a building for potential relocation of the IT Department which would include an area for a training space. Eean Lee will provide information that was gathered from the previous discussions to Commissioner Grimshaw and Commissioner DuRussel. Matter to be placed under Building and Grounds for continued discussion.
4. County ORV Ordinance and Local Ordinances on Golf Carts – Board discussed the county ordinance and the concern of how a golf cart falls in the ordinance. Board discussed and agreed to look at how to amend the county ordinance to reference the use of golf carts. The following documents were provided to the Board for review:
  - a. County ORV Ordinance
  - b. Michigan Vehicle Code (Excerpt)
  - c. Cass City Ordinance No 188 ORV
  - d. Cass City Ordinance No 189 Golf Cart
  - e. Millington Ordinances – Article II-Golf Cart

5. Cost Allocation Plan (CAP) – Under Review – Commissioners DuRussel and Grimshaw met with Clayette Zechmeister regarding the CAP. Included in the Board agenda packet was the MGT Consulting Services Agreement. Board discussed the matter of how funding sources are distributed. Board would like to set a special meeting date for a Committee of the Whole meeting that this is the only matter discussed. Board will set a special meeting date at the meeting on Thursday.

**Finance/Technology**  
Committee Leader Commissioner Young  
Commissioner DuRussel

**Primary Finance/Technology**

1. 2020 Year End Fund Balances All Funds (Unaudited) – Clayette Zechmeister reviewed a variety of funds. Board discussed.

**On Going and Other Finance and Technology  
Finance**

1. Preparation of Multi-Year Financial Planning – No update.

**Technology** – Eean Lee, Chief Information Officer, provided an update on the vehicle locator program, security cameras for the courthouse, issuance of laptops for county employees and other ongoing projects.

1. GIS Update
2. Increasing On-Line Services/Updating Web Page

**Building and Grounds**  
Committee Leader Commissioner DuRussel  
Commissioner Grimshaw

**Primary Building and Grounds**

1. State Police Lease – Mike Miller has received the proposed Option 3 MSP lease back from the state. A concern expressed was the language included in Section 3.6 with a specific completion date as that may be difficult to obtain in the current situation of builders being busy post-pandemic. Mike Miller to work on a language adjustment.
2. Lawn Mowing Services Bids – Mike Miller reviewed the bids received for mowing the 16 properties that the General Fund maintains as well as Vanderbilt Park for the time period of May 1, 2021 to October 31, 2021. Mike Miller stated that each bid did provide individual bids for each property as well. A full copy of the bids will be provided to Clayette to provide to the Commissioners. Commissioner Bardwell questioned what the cost of a part-time employee is versus contracting the service out.

The bids below are for the full season.

- a. Thumb Lawn Care, LLC – Cass City - \$36,660.00
- b. Total Lawn Care, LLC – Unionville - \$30,420.00 (Purdy Building is not included)
- c. Laser Cut Lawn Care – Unionville - \$22,100.00
- d. Cutting Edge Lawn Care – Cass City - \$24,700.00 (Only 8 properties included.)

Matter to be added to the agenda for Thursday's meeting.

3. Recycling Committee Changes in By-Laws – Commissioner Grimshaw explained the change in the By-laws. Matter to be placed on the Consent Agenda.

### **On Going and Other Building and Grounds**

1. State Police Building-Water and Annexation – Lease was discussed earlier in the meeting.

### **Personnel**

Committee Leader Commissioner Grimshaw  
Commissioner Vaughan

### **Primary Personnel**

1. Work Comp Training Sessions – Shelly Lutz reported that the trainings will be held the week of April 19, 2021. Shelly will send a list out to the Elected Officials and Department Heads providing an overview of the classes that have been scheduled. Attendance to the classes can be in-person or virtual.
2. Update of Paperless Payroll – Shelly Lutz provided an update that 10 employees receive a paper check and there are 14 per diem checks that are issued. Clerk Fetting will research to see if the company that handles the prepaid cards for Jurors offers a program for payroll and per diems. Matter to be discussed further.
3. Vanderbilt Park Host Potential Changes From Contract to Part-Time Employee – Board discussed the challenges with transitioning the park host from contract to a part-time employee. Board would like to have the matter presented to the county attorney for further recommendation.

### **On-Going and Other Personnel – No Updates.**

1. MERS
2. MAC 7<sup>th</sup> Meeting Updates
3. Work Comp Updates
4. Safety Committees

Commissioner Grimshaw excused at 12:28 p.m.

**Other Business as Necessary**

1. Gary Rolka – County road costs discussed as well as ways to obtain possible donations to fund the county jail project to save taxpayers money.

Commissioner Bardwell spoke in reference to the projected costs of the potential jail. The Board is waiting on costs to be brought to the Board by the Jail Committee for what the projected project will cost which will assist in financially planning for the jail project. Commissioner Young reported that a video has been completed and is being distributed.

**On-Going Other Business as Necessary**

1. Animal Control Ordinance – No Update.

At 12:37 p.m., there were 20 participants attending the meeting.

**Public Comment Period - None**

Motion by DuRussel, seconded by Vaughan to adjourn the meeting at 12:39 p.m. Roll Call Vote: Young - yes; Vaughan - yes; DuRussel - yes; Grimshaw - absent; Bardwell - yes. Motion Carried.

Meeting adjourned at 12:39 p.m.

Jodi Fetting  
Tuscola County Clerk