



MINUTES

Committee of the Whole Meeting

8:00 AM - Monday, October 21, 2024

H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723

Commissioner Vaughan called the regular meeting of the Committee of the Whole of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723, on Monday, October 21, 2024, to order at 8:00 AM local time.

Roll Call - Clerk Fetting

Commissioners Present In-Person: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, Matt Koch

Commissioners Absent: None

Others Present In-Person: Clerk Jodi Fetting, Eean Lee, Mike Miller, Clayette Zechmeister, Debbie Babich, Jon Ramirez, Joe Green, Jim Tussey, Trevor Keys, Lynn Hayward, Karly Creguer, Kristy Sutherland, Mary Ann Eagle, Sheila Long, Debbie Powell, Nick Tselepis, Geoffrey Stuart, Michael Clinesmith, Stacey Dudewicz

Also Present Virtual: Tracy Violet, Mark Haney, Brandon Bertram, Alecia Little, Cindy McKinney-Volz, Cody Horton, Angie Daniels, Tom McLane, Steve Root, Estee Bitzer, Linda Strasz, Mark Haney, Renee Francisco, Jodi Barrons, Ashley Gaudett, Judy Cockerill, Katie Robinson, Tyler Ray, Register Marianne Brandt, Amanda Ertman, Angie House, Barry Lapp, Bonnie Fackler, Cindy Hughes, Kristy Sutherland, Lori Offenbecher

At 8:44 a.m., there were a total of 28 participants attending the meeting virtually.

New Business

1. Airport Authority Board Update -

Jim Tussey, KCFS Airport Authority Board Member, provided an overview of the Tuscola Area Airport Authority (TAAA) for the organization, financial status, usage of the airport and features offered at the airport. The current Airport Administrator resignation has been accepted. The Airport Authority is recommending the Airport Administrator duties be transferred to the Airport Authority Board. Proposed Resolution to be placed on Thursday's Agenda for consideration.

2. Court Appointed Attorney Contract Renewals for Fiscal Year (FY) 2025 -
Sheila Long, Court Administrator, presented the proposed Circuit Court/Family Court Legal Services Contract and the Contract for Representation for Alleged Developmentally Disabled Individuals in the Tuscola County Probate Court. Both contracts to be placed on the Consent Agenda as separate items.
3. Contract for Mental Health Services for Jail Inmates between Tuscola Behavioral Health Systems and Tuscola County -
Stacey Dudewicz, Chief Financial Officer (CFO), reviewed the proposed contract for Mental Health Services for Jail Inmates. Matter to be placed on the Consent Agenda.
4. Advanced Satellite Communications Quote for PSB Building Doors and Cameras -
Eean Lee, Chief Information Officer (CIO), explained the proposed quote for door pass keys and cameras. Clayette Zechmeister and Mike Miller discussed that there should be enough funds left in the contingency fund. Matter to be placed on Thursday's agenda.

Old Business

None

Finance/Technology

Primary Finance/Technology

1. Managed Indigent Defense Counsel (MIDC) Proposed Fiscal Year (FY) 2025 Budget/Grant Proposal -
Geoffrey Stuart, Indigent Defense Administrator, explained that the 2025 contract is being prepared and will be presented to the Board for review and approval in the next two weeks. There is no action needed at this time.
2. Fiscal Year (FY) 2025 Agreement for Extension Services between Tuscola County and Michigan State University Extension (MSUE) -
Karly Creguer, MPH, District 10 Director, Michigan State University Extension, presented the proposed agreement that includes a 3% increase. Matter to be placed on the Consent Agenda with the name updated from Neil Hammerbacher to Kim Vaughan, Board Chairman.
3. Remonumentation Fiscal Year 2025 Budget Approval -
Michael Yates was not in attendance to present. Contact to be made with Mr. Yates and matter to be placed on an upcoming agenda.

4. Economic Development Commission (EDC) Fiscal Year 2025 Budget Request -

Trevor Keys, EDC Director, presented the budget request which includes an increase in order to increase staffing levels by adding an employee or to have a consulting service provide planning and consulting services. Clayette Zechmeister stated that this request would be appropriated from the General Fund if the Board considers this request for the 2025 Budget. No action at this time but will be considered during the budgeting process.

EDC Director Keys provided an update on projects that the EDC has been working on, including the Caro Dam and the Cass City Nestle Building.

Debbie Powell, Cass City Village Manager, provided an update on the Village's Waste Water Project as they were appropriated money from the Provision of Government Services (PGS) funds. The Village is in the beginning stages of the permit process and are hoping to seek Request for Proposals (RFP) by the end of the year.

5. Human Development Commission Millage Update (matter added) -

Mary Ann Eagle and Kristy Sutherland from Human Development Commission provided an update on the Senior Service Millage and the Home Delivered Meals Millage and the increase of needs they are seeing in Tuscola County.

6. Parks and Recreation Commission Update (matter added) -

Michael Clinesmith, Parks and Recreation Commission Vice-Chairman, provided an update on items that the Commission has on their horizons. They are requesting \$12,000.00 to be appropriated to the Parks and Recreation budget. Commissioner Vaughan believes there will be sufficient funds in the fund balance to accomplish this request.

Recessed at 9:05 a.m.

Reconvened at 9:15 a.m.

7. Update on Potential Special Audit for Controller/Administrator's Office -

Clayette Zechmeister, Interim Chief Accountant, explained that for the County to secure a firm to perform a special audit the County would need to provide the intended scope and the agreement of procedures. Potential costs could be \$235.00 per hour and could take up to 2 weeks depending on the depth of audit requested. Clayette Zechmeister will continue to work towards an audit agreement. Matter to be placed on an upcoming agenda when ready for action.

Gabridge and Company has not responded with confirmation that they will extend for a 1-year contract to perform the 2024 annual audit.

8. Tuscola County 2024 Fiscal Year Proposed Budget Amendments and Journal Entries -

Clayette Zechmeister, Interim Chief Accountant, reviewed the 2024 Fiscal Year Proposed Budget Amendments and Journal Entries with recommendations for action for the 2024 budget cycle.

A. All Funds Budget Presented by Fund -

Clayette Zechmeister reviewed the 2024 Estimated Budget with explanation on items. No action required at this time.

B. Revenue and Expenditure Report for Current Tax and Current Tax Wind Revenue -

Clayette Zechmeister explained the entries that need correction made. Matter to be placed on Thursday's agenda.

C. Revenue and Expenditure Report for Health and Dental Insurance -

Clayette Zechmeister reviewed the report which reflects unanticipated financial increases for 2024. Matter to be placed on Thursday's agenda.

D. Michigan Municipal Risk Management Authority (MMRMA) Net Asset Distribution Check -

Clayette Zechmeister explained the entries that were made that need to be reversed to place the funds in the correct departments. There will be further research once an auditor is selected to verify the steps taken and if any additional entries are required. Matter to be placed on Thursday's agenda.

E. Health Department Workers' Compensation 2024 Dividend -

Clayette Zechmeister explained the entries that need correction to be in compliance with Federal cost principles. Matter to be placed on Thursday's agenda.

F. Tuscola County Balance Sheet for December 31, 2023 -

Clayette Zechmeister stated the software program and the audited report balances do not match. This will be looked at further to determine what may have happened. There is no action required at this time.

G. Recommended Actions for 2024 in preparation for 2024 Audit General Fund -

Clayette Zechmeister reviewed the adjustments that are recommended in order to have budgets established or adjusted to prepare for the 2024 budget. Matter to be placed on Thursday's agenda.

H. Recommended Actions for 2024 in preparation for 2024 Audit Special Funds -

Clayette Zechmeister reviewed the adjustments that are recommended in order to have budgets established or adjusted to prepare for the 2024 budget. Matter to be placed on Thursday's agenda.

9. Fiscal Year (FY) 2025 Budget Discussion -
Clayette Zechmeister, Interim Chief Accountant and Debbie Babich, Fiscal Personnel Analyst, have been working on preparing for end of year 2024 budget adjustments. Once those adjustments have been made a better outlook for 2025 will be able to be determined. Elected Officials and Department Heads are working on entering budget numbers and requests coming in have a small increase. Further updates will continue to be provided.

Clayette Zechmeister reviewed that it was discussed earlier that the reserve should be at 17% instead of the past history and current policy of 10% reserve balance. History of reserve balance from 2021 forward was provided.

On-Going and Other Finance

None

On-Going and Other Technology

Eean Lee, Chief Information Officer, reported that the security project in the Purdy Building has been completed.

Building and Grounds

Primary Building and Grounds

None

On-Going and Other Building and Grounds

None

Personnel

Primary Personnel

1. Request for Proposal (RFP) for Service Agreement for Controller-Administrator Services -
Shelly Lutz, HR Director, reported that approximately 20 applications have been received for the Controller-Administrator position. A draft Request for Proposal (RFP) for Controller-Administrator Services was presented to the Board for consideration. Board would like to move forward with the RFP. The Board would like to have the proposed RFP, with the blanks filled in and with keeping the scope of work to focus on primarily the financial aspects, completed and presented to the Board for further consideration. Matter to be placed on Thursday's agenda.

On-Going and Other Personnel

None

Other Business as Necessary

None

Public Comment Period

-Clerk Jodi Fetting shared that Early Voting Regional Centers will be open from 8:00 a.m. to 4:00 p.m. beginning on October 26, 2024 through November 3, 2024.

Adjournment

Motion by Bill Lutz, seconded by Matt Koch to adjourn the meeting at 10:53 a.m.
Motion Carried.

Jodi Fetting
Tuscola County Clerk, CCO