

TUSCOLA COUNTY BOARD OF COMMISSIONERS
December 13, 2018 Minutes
H. H. Purdy Building

Commissioner Bierlein called the meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building in the City of Caro, Michigan, on the 13th day of December 2018, to order at 8:00 o'clock a.m. local time.

Prayer – Pastor Mark Seppo, Vassar Victory Center/Assembly of God

Pledge of Allegiance – Commissioner Bierlein

Roll Call – Clerk Jodi Fetting

Commissioners Present: District 1 - Thomas Young, District 3 - Kim Vaughan, District 4 - Mark Jensen, District 5 – Matthew Bierlein

Commissioner Absent: District 2 - Thomas Bardwell

Also Present: Mike Hoagland, Clerk Jodi Fetting, Mike Miller, Eean Lee, Tisha Jones-Holubec, Register John Bishop, Nancy Laskowski, Pastor Mark Seppo, Joe Greene, Steve Anderson, Leigh Nacy, Drain Commissioner Bob Mantey, Ann Hepfer, Sandy Nielsen, Rahm Mormando, Sandy Erskine, Shelly Lutz, Ashley Bennett, Orlando Todd, Angie Daniels, Clayette Zechmeister, Patty Witkovsky

Adoption of Agenda -

18-M-196

Motion by Young, seconded by Vaughan to adopt the agenda as amended.
Motion Carried.

Action on Previous Meeting Minutes -

18-M-197

Motion by Young, seconded by Jensen to adopt the meeting minutes from the November 20, 2018 Regular Board and Statutory Finance meetings as presented. Motion Carried.

Consent Agenda Resolution -

18-M-198

Motion by Young, seconded by Jensen that the following Consent Agenda Resolution from the December 3, 2018 Committee of the Whole Meeting be adopted. Motion Carried.

CONSENT AGENDA

- Agenda Reference:** A
- Entity Proposing:** COMMITTEE OF THE WHOLE 12/3/18
- Description of Matter:** Move that the police services contract between Tuscola County Sheriff's Department and Arbela Township to provide one officer for the years of 2019, 2020 and 2021 be approved and all necessary signatures are authorized.
- Agenda Reference:** B
- Entity Proposing:** COMMITTEE OF THE WHOLE 12/3/18
- Description of Matter:** Move that the police services contract between Tuscola County Sheriff's Department and Vassar Township to provide one officer for the years of 2019, 2020 and 2021 be approved and all necessary signatures are authorized.
- Agenda Reference:** C
- Entity Proposing:** COMMITTEE OF THE WHOLE 12/3/18
- Description of Matter:** Move that the contract between Tuscola County Sheriff's Department and the Tuscola County Road Commission to provide one officer to serve as the Weighmaster for the years of 2019, 2020 and 2021 be approved and all necessary signatures are authorized.
- Agenda Reference:** D
- Entity Proposing:** COMMITTEE OF THE WHOLE 12/3/18
- Description of Matter:** Move that the three year (2019, 2020 and 2021) Intergovernmental Contract between Tuscola County and the Mid-State Health Network regarding coordination of substance abuse services be approved and all necessary signatures are authorized.

Agenda Reference: E

Entity Proposing: COMMITTEE OF THE WHOLE 12/3/18

Description of Matter: Move that the Cellular Telephone Usage policy be revised effective December 13, 2018 in Section B as follows:

B. Reimbursement In certain instances: Tuscola County will provide reimbursement to Elected Officials, Department Heads and On-Call employees at a rate of \$25.00 per month for their own personal cell phone. Replacement, repair and maintenance of the cellular phone will be the employee's responsibility if this option is chosen. In order to receive reimbursement under this option, the employee shall submit to Accounts Payable a copy of their personal cell phone bill each month, with the appropriate signature and account number to be charged written on it. Only employees who choose to use their own personal cell phone are eligible for reimbursement. When an employee chooses to receive reimbursement towards the cost of their personal cell phone, their phone becomes subject to FOIA.

Agenda Reference: F

Entity Proposing: COMMITTEE OF THE WHOLE 12/3/18

Description of Matter: Move that per the November 29, 2018 memo from the Jail Administrator that authorization is given to enter into contract with Lexus Nexus to provide required automated law book access to prisoners for an amount of \$250 per month. And, all necessary signatures are authorized. Also, these cost be incorporated in the 2019 County Jail budget.

Agenda Reference: G

Entity Proposing: COMMITTEE OF THE WHOLE 12/3/18

Description of Matter: Move that authorization is given to post for an Account Clerk III position in the Drain Commissioner office (posting may be done immediately before Board of Commissioner action on this consent agenda item).

Agenda Reference: H

Entity Proposing: COMMITTEE OF THE WHOLE 12/3/18

Description of Matter: Move that members be re-appointed to various Boards and Commissions per the list as provided by the County Clerk at the December 3, 2019 Committee of the Whole meeting (deletion of Jerry Peterson from the Human Development Commission).

Table added as Clerical Reference:

| <u>Name</u> | <u>Board/Commission</u> | <u>Term</u> | <u>Start Date & End Date</u> |
|--------------------|--|--------------------|---|
| Paul Cherniawski | 911 Dispatch Authority | 2 years | 1/1/2019 - 12/31/2020 |
| Ted Gamet | 911 Dispatch Authority | 2 years | 1/1/2019 - 12/31/2020 |
| Ray Rendon | 911 Dispatch Authority | 2 years | 1/1/2019 - 12/31/2020 |
| Michal Yates | Area Airport Zoning Board | 1 year | 1/1/2019 - 12/31/2019 |
| Timothy Kinney | Area Airport Zoning Board | 1 year | 1/1/2019 - 12/31/2019 |
| Jerald Gamm | Council on Aging | 1 year | 1/1/2019 - 12/31/2019 |
| Carolyn Wymore | Council on Aging | 1 year | 1/1/2019 - 12/31/2019 |
| Connie Pliska | Council on Aging | 1 year | 1/1/2019 - 12/31/2019 |
| Sandra Williamson | Council on Aging | 1 year | 1/1/2019 - 12/31/2019 |
| Elaine Romain | Council on Aging | 1 year | 1/1/2019 - 12/31/2019 |
| Gail Nesberg | Council on Aging | 1 year | 1/1/2019 - 12/31/2019 |
| Charlotte Brown | Council on Aging | 1 year | 1/1/2019 - 12/31/2019 |
| Michael Bearden | Department of Human Services | 3 years | 1/1/2019 - 12/31/2021 |
| Steve Erickson | Department of Public Works | 3 years | 1/1/2019 - 12/31/2021 |
| John Hunter | Mid State Health Network / Substance Use Disorder / Regional Oversight Policy Advisory Board | 3 years | 1/1/2019 - 12/31/2021 |
| Robert McKay | Parks & Recreation | 3 years | 1/1/2019 - 12/31/2021 |
| Terri Eden | Parks & Recreation | 3 years | 1/1/2019 - 12/31/2021 |
| John Johnson | Recycling Committee | 3 years | 1/1/2019 - 12/31/2021 |
| Dorothy Scollon | Recycling Committee | 3 years | 1/1/2019 - 12/31/2021 |
| William Sanders | Region VII Board of Directors | 1 year | 1/1/2019 - 12/31/2019 |
| Scott McCool | Remonumentation Peer Group | 2 years | 1/1/2019 - 12/31/2020 |
| Mark Powell | Remonumentation Peer Group | 2 years | 1/1/2019 - 12/31/2020 |
| Michael Yates | Remonumentation Peer Group | 2 years | 1/1/2019 - 12/31/2020 |
| Derek Hodges | Remonumentation Peer Group | 2 years | 1/1/2019 - 12/31/2020 |
| Roger Mahoney | Remonumentation Peer Group | 2 years | 1/1/2019 - 12/31/2020 |
| Steven Myers | Veterans Committee | 1 year | 1/1/2019 - 12/31/2019 |
| Richard Horsch | Veterans Committee | 1 year | 1/1/2019 - 12/31/2019 |

- Agenda Reference:** I
- Entity Proposing:** COMMITTEE OF THE WHOLE 12/3/18
- Description of Matter:** Move that per the November 27, 2018 letter from Sean Robinson with AKT Peerless, that Rhode Brothers Excavating be hired to remove and dispose of approximately 250 tons of oil stained soil at the new recycling center for an amount of \$16,250. Of this total, \$12,250 to be paid from the Recycling Fund and \$4,000 to be paid by Mr. Kozan per previous agreement.

New Business -

- Schedule of Public Budget Hearing - The motion to schedule a public hearing was missed to include in the December 3, 2018 Consent Agenda. Proper posting of the hearing has taken place.
- 18-M-199
- Motion by Young, seconded by Vaughan that the Draft 2019 County Budget be approved for review at a public hearing to be held on December 13, 2018 at 9:00 A.M. Also, notice of the Public Hearing be placed in the local newspaper. And, copies of the updated budget be forwarded to county officials for review and comment. Motion Carried.
- Update Regarding Michigan Indigent Defense Program - Rahm Mormando provided an update regarding the program. The program is progressing positively and will be ready for the January 2, 2019 launch date.
- Emergency Action Guidelines - Steve Anderson explained need to adopt the guidelines.
- 18-M-200
- Motion by Vaughan, seconded by Young per the recommendation of the Emergency Services Director that the Tuscola County Emergency Action Guidelines (EAG) which will enhance county emergency response capabilities be approved and adopted with an effective date of January 1, 2019 and expiration date of January 1, 2022. Motion Carried.
- Request to Use Courthouse Lawn -
- 18-M-201
- Motion by Young, seconded by Jensen that per the December 4, 2018 request from the Right to Life that authorization is given to use the Courthouse Lawn on January 20, 2019 starting at 3:00 p.m. Motion Carried.
- Register of Deeds Employee Reclassification Request - Register Bishop explained his request to reclassify staff. Matter discussed.

-Health Department Accreditation - Orlando Todd, Department of Health and Human Services, explained the accreditation process. The Tuscola County Health Department has received their accreditation by meeting all 12 requirements necessary to receive the award.

-Drain Commissioner Deputy Clerk & Appraiser Positions - Drain Commissioner Mantey has presented proposed staffing changes and reclassifications. Board discussed changes with no action prior to public hearing.

Recessed at 9:07 a.m. to begin the 2019 Budget Public Hearing
-9:00 A.M. Public Hearing Regarding 2019 County Budget
Reconvened at 9:42 a.m.

-Wage Changes for 2019 Budget - Board discussed proposed wage changes as not all have been built into the 2019 budget.

18-M-202

Motion by Young, seconded by Bierlein that the following wage changes above the 2% inflationary increase be implemented and incorporated with the 2019 County Budget (This action is necessary for payroll and personnel record keeping purposes:

- A) The Court Administrator wage changes from the current wage of \$71,958 be implemented as follows:
- Retroactive pay to June 21, 2018 be approved in the amount of approximately \$2,077 based on the 2019 wage increase of \$4,000. For a total 2018 ending wage of \$74,035.
 - For 2019, in addition to the 2% inflationary wage increase previously approved a \$4,000 increase be granted. For a total 2019 ending wage of \$79,516
 - For 2020, an additional base wage increase \$4,000 be granted. For a 2020 ending wage of \$83,516 (with the potential for another inflationary increase).
- B) The Friend of the Court wage changes be implemented as follows from the current wage of \$75,618:
- For 2019, in addition to the 2% inflationary wage increase previously approved a \$5,000 increase be granted. For a total 2019 ending wage of \$82,131.
 - For 2020, an additional \$5,000 increased be granted. For a 2020 ending wage of \$87,131 (with the potential for another inflationary increase).
 - These changes are made with the understanding the maximum share that can be recovered through cooperative reimbursement program will be billed.

- C) Three steps be added to the Chief Information Officer wage/step schedule as shown below:
- Start - \$55,161
 - 1 Year - \$57,412
 - 2 Year - \$59,664
 - 3 Year - \$61,915
 - 4 Year - \$64,167 (includes 2% inflationary increase for 2019)
 - New Step 5 Year - \$66,733 (does not include potential inflationary increases)
 - New Step 6 Year - \$69,403 (does not include potential inflationary increases)
 - New Step 7 Year - \$72,179 (does not include potential inflationary increases)
- D) The Dispatch Director 2018 wage be adjusted by the inflationary 2% wage increase plus an additional 2% for 2019. From \$62,349 in to 2018 to \$64,868 for 2019.
- E) Reclassify the four employees in the County Clerk's Office from Court Records Clerk I to Court Records Clerk II with an estimated cost increase from 2018 to 2019 of \$1,033.
- F) Reclassify three of the four Account Clerk II positions in the Register of Deeds office to Account Clerk III with an estimated cost increase for 2019 of approximately \$936 for two of the employees. One of the Account Clerk II positions is also the Deputy Register of Deeds therefore this person's wages are unaffected but is reclassified to Account Clerk III and remains the Deputy.
- G) Offer the Appraiser II wage rate to the Account Assessment Specialist position, within the Drain Office, with the same requirements of the Appraiser II (requires a Level 2 State of Michigan assessing license). This will be in effect January 1, 2019.
- H) Approve the current Account Assessment Specialist, in the Drain Office, Dara McGarry, be offered the Appraisal II wage rate, Step 5 wage, as of January 1, 2019.

Roll Call Vote: Young - yes; Vaughan - no; Jensen - no; Bierlein - yes.

Motion Failed.

18-M-203

Motion by Jensen, seconded by Vaughan to reclassify the four employees in the County Clerk's Office from Court Records Clerk I to Court Records Clerk II with an estimated cost increase from 2018 to 2019 of \$1,033. Motion Carried.

18-M-204

Motion by Vaughan, seconded by Jensen that the following wage changes above the 2% inflationary increase be implemented and incorporated with the 2019 County Budget (This action is necessary for payroll and personnel record keeping purposes:

- A) The Court Administrator wage changes from the current wage of \$71,958 be implemented as follows:
- Retroactive pay to June 21, 2018 be approved in the amount of approximately \$2,077 based on the 2019 wage increase of \$4,000. For a total 2018 ending wage of \$74,035.
 - For 2019, in addition to the 2% inflationary wage increase previously approved a \$4,000 increase be granted. For a total 2019 ending wage of \$79,516
 - For 2020, an additional base wage increase \$4,000 be granted. For a 2020 ending wage of \$83,516 (with the potential for another inflationary increase).
- B) The Friend of the Court wage changes be implemented as follows from the current wage of \$75,618:
- For 2019, in addition to the 2% inflationary wage increase previously approved a \$5,000 increase be granted. For a total 2019 ending wage of \$82,131.
 - For 2020, an additional \$5,000 increased be granted. For a 2020 ending wage of \$87,131 (with the potential for another inflationary increase).
 - These changes are made with the understanding the maximum share that can be recovered through cooperative reimbursement program will be billed.
- C) Three steps be added to the Chief Information Officer wage/step schedule as shown below:
- Start - \$55,161
 - 1 Year - \$57,412
 - 2 Year - \$59,664
 - 3 Year - \$61,915
 - 4 Year - \$64,167 (includes 2% inflationary increase for 2019)
 - New Step 5 Year - \$66,733 (does not include potential inflationary increases)
 - New Step 6 Year - \$69,403 (does not include potential inflationary increases)
 - New Step 7 Year - \$72,179 (does not include potential inflationary increases)
- D) The Dispatch Director 2018 wage be adjusted by the inflationary 2% wage increase plus an additional 2% for 2019. From \$62,349 in to 2018 to \$64,868 for 2019.

Motion Carried.

18-M-205

Motion by Vaughan, seconded by Jensen to reclassify three of the four Account Clerk II positions in the Register of Deeds office to Account Clerk III with an estimated cost increase for 2019 of approximately \$936 for two of the employees. One of the Account Clerk II positions is also the Deputy Register of Deeds therefore this person's wages are unaffected but is reclassified to Account Clerk III and remains the Deputy. Motion Carried.

Recessed at 10:44 a.m.

Reconvened at 11:00 a.m.

-Audit Bids - Mike Hoagland provided information on the review completed by the Controller, County Treasurer and Chief Accountant. Board discussed the various presentations from the firms.

18-M-206

Motion by Bierlein, seconded by Young that the 2018 county audit (Comprehensive Annual Financial Report) be awarded to Gabridge and Company in the amount of \$37,740.00 and the contract for said services be authorized to be signed with the option to renew the contract in 2019 and 2020. Motion Carried.

-2019 Budget Adoption -

Motion by Young, seconded by Vaughan that the 2019 General Appropriations Act adopting the 2019 County Budget be approved with reference to motions 18-M-203, 18-M-204, 18-M-205, 18-M-206 and copies of the adopted budget incorporated with the financial reporting section on the county web page making this information available to County Officials and the public. Motion Carried.

-Request for Concurrence & Appointments to:

- Equalization Appraiser Position

18-M-208

Motion by Young, seconded by Vaughan to concur with the hiring of Colleen Smith effective December 17, 2018 as Appraiser I with a starting wage of \$17.40 per hour contingent upon satisfactory physical and background check. Motion Carried.

- Fiscal/Personnel Analyst

18-M-209

Motion by Vaughan, seconded by Young to concur with the hiring of Deborah Babich effective December 17, 2018 as the Tuscola County Fiscal-Personnel Analyst with a starting salary of \$43,047 contingent upon satisfactory physical and background check. Motion Carried.

- Animal Kennel Attendant

18-M-210

Motion by Young, seconded by Vaughan to concur with the hiring of Brenna Helmuth effective December 17, 2018 as the Tuscola County Animal Kennel Attendant with a starting hourly rate of \$14.03 contingent upon satisfactory physical and background check. Motion Carried.

-New Recycling Building Spray Foam Insulation Bid - Mike Miller reviewed the one bid that was received.

18-M-211

Motion by Young, seconded by Jensen that the spray foam insulation bid for the new recycling building be awarded to Tracy's Spray Foam Insulation who was the only bidder for an amount of \$10,405.00.

-Airport Zoning Board of Appeals Appointment -

18-M-212

Motion by Bierlein, seconded by Young to remove Michael Yates Airport Zoning Administrator from the Airport Zoning Board of Appeals appointment listed as adopted in the Consent Agenda motion 18-M-198 as he was listed in error. Motion Carried.

Old Business -

-Update Regarding SB 1096 and December 17, 2018 MREC Meeting - Mike Hoagland provided an update regarding the matter.

-Jail Planning Committee - Immediately Following Board Meeting

Correspondence/Resolutions -

-Raise the Age included in packet

COMMISSIONER LIAISON COMMITTEE REPORTS

JENSEN

Community Corrections Advisory Board

Local Unit of Government Activity Report

Jail Planning Committee - Meeting Today.

Board of Health

Dept. of Human Services/Medical Care Facility Liaison

BARDWELL - absent

Economic Development Corp/Brownfield Redevelopment
Caro DDA/TIFA
MAC Finance
MAC 7th District
Local Unit of Government Activity Report
TRIAD
Behavioral Health Systems Board
MAC Workers Comp Board

YOUNG

Dispatch Authority Board
County Road Commission Liaison - Update provided regarding legacy costs.
Board of Public Works
Senior Services Advisory Council
Saginaw Bay Coastal Initiative
Local Unit of Government Activity Report - Sunset Bay Marina is looking to expand. Experiencing difficulty getting the necessary power from DTE to complete expansion.
MAC Agricultural/Tourism Committee
Strategic EDC Planning Committee
Jail Planning Committee
Genesee Shiawassee Thumb Works
Region VI Economic Development Planning - Funding will not be put in place until after January 1, 2019.
Tuscola 2020
MI Renewable Energy Coalition
Cass River Greenways Pathway

VAUGHAN

Board of Health
Planning Commission
Economic Development Corp/Brownfield Redevelopment - Quality Roast will be breaking ground very soon.
Local Unit of Government Activity Report
Mid-Michigan Mosquito Control Advisory Committee
Parks and Recreation Commission
Tuscola County Fair Board Liaison
MAC Environmental Regulatory – Vice Chair - Meeting tomorrow.
NACO-Energy, Environment & Land Use

BIERLEIN

Genesee Shiawassee Thumb Works
Human Development Commission (HDC)

Recycling Advisory Committee

Local Emergency Planning Committee (LEPC)

Great Start Collaborative Council

Local Unit of Government Activity Report - There is not a county wind ordinance. Also, the County does not have the authority to opt-out of marijuana participation it is up to the local jurisdictions.

MAC Board of Directors - New Commissioner school is next week.

Human Services Collaborative Council

MAC Judiciary Committee

MAC Agricultural/Tourism Committee

MEMS All Hazards

Other Business as Necessary -

-Mike Miller provided an update regarding Vanderbilt Park from the report received from the Engineer regarding the water line.

Extended Public Comment -

-Register John Bishop thanked the Commissioners for the reclassification.

-Nancy Laskowski questioned the appointment process of the Boards and Commissions. Commissioner Vaughan believes we adopted a policy to advertise all expiring terms. Clerk Fetting will look at current policy in place.

-Jim Tussey provided follow-up from the December 3, 2018 Committee of the Whole meeting regarding contact information for NextEra parties. Jim also concurred with Commissioner Bierlein regarding the opt-out participation of marijuana. He provided an update of other matters related to Almer Township.

-Mike Hoagland updated the Board that a letter has been sent to NextEra. Also, the attorney felt the wind turbine project could be looked at on an individual turbine basis.

Meeting adjourned at 12:08 p.m.

Jodi Fetting
Tuscola County Clerk

TUSCOLA COUNTY
2019 Budget Public Hearing
December 13, 2018 Minutes
H. H. Purdy Building

Commissioner Matthew Bierlein called the 2019 County Budget Public Hearing held at the H.H. Purdy Building in the City of Caro, Michigan, on the 13th day of December, 2018 to order at 9:07 o'clock a.m. local time.

Commissioners Present: District 1 - Thomas Young, District 3 - Kim Vaughan, District 4 - Mark Jensen, District 5 - Matthew Bierlein

Commissioners Absent: District 2 - Thomas Bardwell

Present: Mike Hoagland, Clerk Jodi Fetting, Tisha Jones-Holubec, Eean Lee, Register John Bishop, Shelly Lutz, Clayette Zechmeister, Ashley Bennett, Nancy Laskowski, Sandy Erskine, Steve Anderson, Leigh Nacy, Mike Miller, Sandy Nielsen, Joe Greene, Drain Commissioner Bob Mantey, Angie Daniels, Sheila Long

Mike Hoagland reviewed changes that have been made to the draft budget since the last discussion.

The current draft of the General Fund budget remains balanced between revenues and expenditures.

The all funds 2019 budget is balanced with all 56 county funds budgeted to finish the 2019 calendar fiscal year in a positive fund balance.

Board discussed the requested job position reclassifications that have not been factored into the budget as of yet.

Public Comment:

-Joe Greene questioned what the overall General Fund balance of Tuscola County is.

-Jodi Fetting verified the County Clerk reclassifications were included in the draft budget. Clayette stated this was done without using CPL funds.

Public Hearing closed at 9:30 a.m.

Jodi Fetting
Tuscola County Clerk