



# MINUTES

## Board of Commissioners

### Meeting

8:00 AM - Thursday, October 24, 2024

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

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Commissioner Vaughan called the regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723, on Thursday, October 24, 2024, to order at 8:00 AM local time.

Prayer - Commissioner Vaughan

Pledge of Allegiance - Commissioner Bardwell

Roll Call - Deputy Clerk Robinson

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

Commissioners Absent: None

Others Present In-Person: Katherine Robinson, Eean Lee, Clayette Zechmeister, Steve Anderson, Mike Miller, Brian Nueville, Geoffery Stuart, Shelly Lutz, Dara Hood, Debbie Babich, Jim Tussey

Also Present Virtual: Robert Baxter, Jon Ramirez, Mark Haney, Estee Bitzer, Debbie Babich, Jessica Creason, Ashley Gaudett, Renee Franciso, Jodi Barrons, Dara Hood, Angie Daniels, Cody Horton, Carrie Tabar, Barry Lapp, Karlee Romain, Register Marianne Brandt, Judy Cockerill, Kristy Sutherland, Tanya Pisha

At 8:00 a.m., there were a total of 10 participants attending the meeting virtually.

#### Adoption of Agenda

1. Adoption of Agenda -

2024-M-260

Motion by Thomas Young, seconded by Matt Koch to adopt the agenda as presented.  
Motion Carried.

#### Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes -

2024-M-261

Motion by Matt Koch, seconded by Thomas Young to adopt the meeting minutes from the October 10, 2024 Regular meeting. Motion Carried.

### **Brief Public Comment Period for Agenda Items Only**

None

### **Consent Agenda**

2024-M-262

Motion by Bill Lutz, seconded by Thomas Young that the Consent Agenda Minutes and Consent Agenda Items from the October 21, 2024 Committee of the Whole meeting be adopted. Motion Carried.

### **CONSENT AGENDA**

1. Move to adopt the Circuit Court/Family Court Legal Services Appointed Attorney Contract Renewal for Fiscal Year (FY) 2025.
2. Move to adopt the Probate Court Contract for Representation for Alleged Developmentally Disabled Individuals for Fiscal Year (FY) 2025.
3. Move to adopt the Contract for Mental Health Services for Jail Inmates between Tuscola Behavioral Health Systems and Tuscola County.
4. Move to accept the Fiscal Year (FY) 2025 Agreement for Extension Services between Tuscola County and Michigan State University Extension (MSUe).

### **New Business**

1. Remonumentation Fiscal Year 2025 Budget Approval -  
Michael Yates, Remonumentation Director, explained that this would be a continuation of funding. With the funding received, they have replaced concrete monuments. Completed projects are recorded with the Register of Deeds.

2024-M-263

Motion by Thomas Bardwell, seconded by Thomas Young to approve the Remonumentation Fiscal Year (FY) 2025 Grant Application and authorize all necessary signatures. Motion Carried.

2. Michigan Indigent Defense Counsel (MIDC) 2025 Compliance Plan/Budget -  
Geoffrey J. M. Stuart, Tuscola County Indigent Defense Administrator, explained that this is a grant and he is asking for approval so the State money can be distributed to the County.

2024-M-264

Motion by Matt Koch, seconded by Bill Lutz to approve the Michigan Indigent Defense Counsel (MIDC) 2025 Compliance Plan/Budget as presented and authorize all necessary signatures. Motion Carried.

3. CDBG Program Income Report Authorization for the Board Chair to Review and Sign.-

Brian Neuville, Deputy Director Human Development Commission (HDC), explained what services the CDBG offers, such as wells, septic, roofs, and emergency heating. The HDC also works with other programs to provide services to residents in Tuscola County.

2024-M-265

Motion by Matt Koch, seconded by Bill Lutz to authorize the Board Chair to review and sign the CDBG Program Income Accomplishment Report and also program income certificate form. Motion Carried.

4. Request to Fill Account Clerk III Position in the Drain Commission Office -

Shelly Lutz, HR Director, explained that with the hiring of the new person the office will have a smooth transition at the start of 2025 with the new Drain Commissioner.

2024-M-266

Motion by Matt Koch, seconded by Bill Lutz to approve the hiring of Stephanie DuSute to fill the Account Clerk III position in the Drain Commission Office at the Step 1 rate of pay of \$17.94 per hour pending favorable physical, drug screen and background check. Tentative start date to be November 6, 2024. Motion Carried.

5. Sheriff's Department Request to Fill a Vacant Full-Time Road Patrol Deputy Position - Shelly Lutz, HR Director, reviewed the email from Undersheriff Baxter that is included in the Agenda packet.

2024-M-267

Motion by Bill Lutz, seconded by Thomas Young to approve the hiring of Michael Redfield to fill a vacant full-time Road Patrol Deputy position at the Step 1 rate of pay of \$26.04 per hour effective January 6, 2025, when he will be starting at the Delta College Police Academy. A satisfactory background check, drug test, psychological exam and physical have been completed. Motion Carried.

6. Sheriff's Department Request to Fill a Part-Time Corrections Deputy Position - Shelly Lutz, HR Director, reviewed the email from Undersheriff Baxter that is included in the Agenda packet.

2024-M-268

Motion by Bill Lutz, seconded by Thomas Young to approve the hiring of David Campbell to fill a part-time Corrections Deputy position at the Step 1 rate of pay of \$20.91 per hour with an anticipated start date of November 1, 2024. A satisfactory background check, drug test and physical have been completed. Motion Carried.

7. Request to Use Courthouse Lawn -

2024-M-269

Motion by Matt Koch, seconded by Bill Lutz to approve the request from the Caro Woman's Interfaith Committee for the use of the Courthouse Lawn to display their Nativity Scene from Saturday, November 30, 2024 through Saturday, January 4, 2025. Motion Carried.

### Old Business

1. Proposed Resolution 2024-14 Regarding Appointing the Airport Authority Board as the Zoning Administrator -

2024-M-270

Motion by Matt Koch, seconded by Thomas Bardwell to approve Resolution 2024-14 to appoint the Airport Authority Board as the Zoning Administrator and authorize all necessary signatures.

Roll Call Vote:

Yes: Thomas Young, Thomas Bardwell, Kim Vaughan, Bill Lutz, and Matt Koch

Motion Carried.

2. Advanced Satellite Communications Quote for People's State Bank (PSB) Building Doors and Cameras -

2024-M-271

Motion by Bill Lutz, seconded by Thomas Young Move to approve the purchase of building doors and cameras for the People's State Bank (PSB) building from Advanced Satellite Communications per the recommendation of Eean Lee, Chief Information Officer (CIO), at the cost of \$64,622.18 and authorize all necessary signatures. Motion Carried.

3. Updated Budget Development Calendar with Revisions -  
Debbie Babich, Fiscal/Personnel Analyst, explained that there is a revision on the Budget Calendar, they are waiting on a couple of departments request.

2024-M-272

Motion by Matt Koch, seconded by Bill Lutz to approve the updated Budget Development Calendar as presented. Motion Carried.

4. Request to Hold Special Committee of the Whole Meeting on Either November 5, 2024 or November 6, 2024 for Budget Review

2024-M-273

Motion by Matt Koch, seconded by Bill Lutz to approve a special Committee of the Whole meeting to be held November 5, 2024 for budget review. Motion Carried.

2024-M-274

Motion by Matt Koch, seconded by Bill Lutz to amend the previous motion to add at 8:00 a.m. Motion Carried.

2024-M-275

Motion by Matt Koch, seconded by Bill Lutz to approve a special Committee of the Whole meeting to be held November 5, 2024 at 8:00 a.m. for budget review. Motion Carried.

5. Request for Proposal (RFP) for Service Agreement for Controller-Administrator Services - Updated RFP with Focus Primarily on Financial Aspects - Shelly Lutz, HR Director, explained that there is a firm in Saginaw that could start immediately and with approval she could get the cost.

2024-M-276

Motion by Thomas Bardwell, seconded by Thomas Young to approve the updated Request for Proposal (RFP) for Controller-Administrator services. Motion Carried.

6. Tuscola County 2024 Fiscal Year Proposed Budget Amendments and Journal Entries - Regarding Current Tax Receivable - Clayette Zechmeister, Interim Chief Accountant, explained why the current tax receivable needs to be corrected.

2024-M-277

Motion by Bill Lutz, seconded by Thomas Young that Journal Entry 22323 posted August 22, 2024 and Journal Entry 22372 posted August 31, 2024 be reversed in order to bring the current tax receivable to an accurate recording. Motion Carried.

7. Tuscola County 2024 Fiscal Year Proposed Budget Amendments and Journal Entries - Regarding Health Insurance Line Items - Clayette Zechmeister, Interim Chief Accountant, provided an overview of the corrections needed.

2024-M-278

Motion by Matt Koch, seconded by Bill Lutz that Budget Amendment 10-1 be posted to adjust all Health Insurance line items in all funds to the actual cost increase of 38.575% over 2024 amended budgets of health insurance. Motion Carried.

8. Tuscola County 2024 Fiscal Year Proposed Budget Amendments and Journal Entries - Regarding the Michigan Municipal Risk Management Authority (MMRMA) Net Asset Distribution Check - Clayette Zechmeister, Interim Chief Accountant, provided an overview of the corrections needed.

2024-M-279

Motion by Bill Lutz, seconded by Matt Koch that Journal Entry 22246 dated July 25, 2024 be reversed due to incorrect reclass of receipt #193488 dated July 22, 2024. Michigan Municipal Risk Management Authority (MMRMA) Net Asset distribution check in the amount of \$159,338.00 should be used across all funds affected by insurance premiums paid. Further, approval of the original Journal Entry 22250 be posted to distribute the assets accordingly. Motion Carried.

9. Tuscola County 2024 Fiscal Year Proposed Budget Amendments and Journal Entries - Regarding Workers' Compensation Credits -  
Clayette Zechmeister, Interim Chief Accountant, provided an overview of the corrections needed.

2024-M-280

Motion by Matt Koch, seconded by Bill Lutz that Journal Entry 10-5 be posted to distribute \$148,236.00 in Workers' Compensation credits back to departments due to an overfunded issue in the 677 Workers' Compensation Fund. Internal Service Funds cannot exceed 60 days of retained earnings. Reductions are needed to achieve compliance with Federal Cost Principles. Motion Carried.

10. Tuscola County 2024 Fiscal Year Proposed Budget Amendments and Journal Entries - Regarding General Fund Revenues and Expenditures -  
Clayette Zechmeister, Interim Chief Accountant, provided an overview of the corrections needed.

2024-M-281

Motion by Matt Koch, seconded by Bill Lutz that Budget Amendment 10-2, for General Fund Revenues and Expenditures, be posted to correct line-item budgets to actual in preparation for the 2024 audit (as per chart included in the Board Agenda packet). Motion Carried.

11. Tuscola County 2024 Fiscal Year Proposed Budget Amendments and Journal Entries - Regarding Special Revenue Funds Revenues and Expenditures -  
Clayette Zechmeister, Interim Chief Accountant, provided an overview of the corrections that are needed.

2024-M-282

Motion by Matt Koch, seconded by Bill Lutz that Budget Amendment 10-3, for Special Revenue Funds Revenues and Expenditures, be posted to correct line-item budgets to actual in preparation for the 2024 audit (as per chart included in the Board Agenda packet). Motion Carried.

12. Return to Modified Accrual Accounting -  
Clayette Zechmeister, Interim Chief Accountant, provided an overview of corrections needed.

2024-M-283

Motion by Bill Lutz, seconded by Matt Koch that due to the changes in payroll processing by former Controller/Administrator Hammerbacher, from modified accrual accounting to full accrual accounting, and also that the Board of Commissioners nor the Departments were notified of this change, that Tuscola County return to modified accrual accounting effective immediately. Motion Carried.

13. Update regarding the Audit and agreed upon procedures for Fiscal Year End 12-31-2024 -  
Clayette Zechmeister, Interim Chief Accountant, provided an overview of corrections needed.

## **Correspondence/Resolutions**

1. August 15, 2024 Vassar Area Ambulance Meeting Minutes
2. September 19, 2024 Vassar Area Ambulance Meeting Minutes
3. Tuscola County Economic Development Commission (EDC) Thank You Letter

## **Commissioner Liaison Committee Reports**

### ***Young***

No Report

Board of Public Works  
County Road Commission Liaison  
Dispatch Authority Board  
Genesee Shiawassee Thumb Works  
Great Start Collaborative  
Human Services Collaborative Council (HSCC)  
MAC Agricultural/Tourism Committee  
Region VII 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  
They have a need to fill positions on the Board.  
Tuscola County Fair Board Liaison  
Local Units of Government Activity Report

## **Lutz**

Board of Health

Community Corrections Advisory Board  
Meet yesterday.

Department of Human Services/Medical Care Facility Liaison  
Meets this week.

Genesee Shiawassee Thumb Works

Jail Planning Committee

Local Emergency Planning Committee (LEPC)

MAC Judiciary Committee  
The meeting is Monday.

MEMS All Hazard

Multi-County Recycling Committee

Local Units of Government Activity Report

Human Development Commission Board of Directors Liaison

## **Koch**

No Report

Behavioral Health Systems Board

Recycling Advisory

Jail Planning Committee

MI Renewable Energy Coalition (MREC)

Local Units of Government

## **Bardwell**

Behavioral Health Systems Board  
The meeting is tonight.

Caro DDA/TIFA  
The meeting is at noon. They will talk about job descriptions.

Economic Development Corp/Brownfield Redevelopment

MAC 7th District

Commissioner Bardwell and Commissioner Young both attended the meeting. Many topics were discussed such as sick time, minimum wage and materials management. Commissioner Young explained that the meeting is to bring counties together. Next meeting State Representative Alexander will attend.

MAC Workers Comp Board

MAC Finance Committee

The next meeting will be virtual on October 30th.

NACo Rural Action Caucus (RAC)

Meets Wednesday.

Local Units of Government Activity Report

Ellington township is making progress on repairs to the Township Hall.

### **Other Business as Necessary**

- Commissioner Vaughan appointed Commissioner Young to the Personnel Committee and Commissioner Bardwell to the Finance Committee.

- US Ecosystem did provide the County with requested documentation although the process has taken longer than expected. County legal counsel advised to start from the beginning. Commissioner Lutz will serve as the liaison and coordinate with Mike Miller, Director of Building and Grounds, to develop a new contract.

-Commissioner Bardwell requested a proposed job description for the position of Chief Accountant be presented at the next Committee of the Whole meeting.

### **Extended Public Comment**

None

### **Adjournment**

2024-M-284

Motion by Bill Lutz, seconded by Matt Koch to adjourn the meeting at 9:18 a.m.  
Motion Carried.

Katherine Robinson  
Deputy Clerk