



# MINUTES

## Board of Commissioners

### Meeting

**8:00 AM - Monday, November 25, 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 Monday, November 25, 2024, to order at 8:00 AM local time.

Prayer - Commissioner Young

Pledge of Allegiance - Commissioner Vaughan

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, Clayette Zechmeister, Mike Miller, Steve Anderson, Brian Harris, Miles Breinager, Mike Schuman, Shelly Lutz, Sheila Long, Mark Reese, Paul McNett, Kenny Hovis, Jodi Holbrook, Caryn Michalak

Also Present Virtual: Tracy Violet, Mary Drier, Mark Haney, Amanda Ertman, Ashley Gaudett, Angie House, Estee Bitzer, Bonnie Fackler, Brandon Bertram, Cody Horton, Dara Hood, Debbie Babich, Janie Hemerline, Linda Strasz, Register Marianne Brandt, Renee Francisco, Tanya Pisha, Renee Francisco, Christina Martens, Kristina Phipps, Kristy Sutherland, Ryan Robinson, Katie Robinson, Barry Lapp, Greg Rynearson, Jodi Barrons, Angie Daniels, Bob Baxter, Lukis Richmond, Nate Meeker, Cindy Hughes, Shelly Lutz, Carrie Tabar

At 8:26 a.m., there were a total of 31 participants attending the meeting virtually.

#### **Adoption of Agenda**

1. Adoption of Agenda -

2024-M-306

Motion by Thomas Young, seconded by Bill Lutz to adopt the agenda as presented.  
Motion Carried.

#### **Action on Previous Meeting Minutes**

1. Action on Previous Meeting Minutes -

2024-M-307

Motion by Bill Lutz, seconded by Thomas Young to adopt the meeting minutes from the November 14, 2024 Regular meeting. Motion Carried.

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

None

**Consent Agenda**

None

**New Business**

1. Annual County Apportionment Report -

Angie Daniels, Equalization Director, presented the annual report with the request for adoption.

2024-M-308

Motion by Matt Koch, seconded by Thomas Young to approve the 2024 Tuscola County Apportionment Resolution 2024-16 and authorize all necessary signatures.

Roll Call Vote:

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

Motion Carried.

2. Resolution 2024-15 Honoring Doctor Maurice Chapin, Tuscola County Jail Chaplain -

2024-M-309

Motion by Matt Koch, seconded by Bill Lutz to approve Resolution 2024-15 honoring Doctor Maurice Chapin as presented and authorize all signatures.

Roll Call Vote:

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

Motion Carried.

Matter continued below.

3. Interview with Controller/Administrator Candidate -  
Jodi Holbrook answered interview questions from the Board.

Matter continued below.

4. Request to Place Homeless Student Awareness Signs on Courthouse Lawn -  
2024-M-310

Motion by Matt Koch, seconded by Bill Lutz to approve the placement of Homeless Student Awareness signs on the Courthouse Lawn from November 27, 2024 until January 3, 2025 as requested by Angila Heinitz with the Tuscola County Intermediate School District. Motion Carried.

5. Support for House Bills 4274 and 4275 - Revenue Sharing Trust Fund -  
Commissioner Thomas Bardwell explained the request for sending a letter of support.

2024-M-311

Motion by Bill Lutz, seconded by Thomas Bardwell to support the letter to Honorable Gretchen Whitmer urging support for House Bills 4274 and 4275 creating the Revenue Sharing Trust Fund and all signatures are authorized.

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

Motion Carried.

6. General Fund Additional Appropriation to the Animal Shelter Fund for the 2024 Budget Year -  
Clayette Zechmeister, Interim Chief Accountant, explained the request to amend the budget in order to gain compliance. The cost of health insurance and workman's compensation increases and the Animal Control truck purchase attributed to the expenses being higher than planned.

2024-M-312

Motion by Bill Lutz, seconded by Thomas Young to approve the 2024 General Fund appropriation of \$30,000.00 to the Animal Control Fund 239 and all appropriate budget amendments and journal entries be approved. Motion Carried.

2. Resolution Presentation to Dr. Maurice Chapin -  
(cont). Commissioner Vaughan read the resolution and presented it to Dr. Chapin.

3. Interview with Controller/Administrator Candidate -  
(cont). Caryn Michalak answered interview questions from the Board.

7. 2025 Child Care Department of Health and Human Services (DHHS) Fund 288 Additional Appropriation -  
Clayette Zechmeister, Interim Chief Accountant, reviewed the budget with Karen Southgate and provided an update with changes that need to be reflected in the budget.

2024-M-313

Motion by Thomas Bardwell, seconded by Matt Koch in order to gain compliance with the State of Michigan Child Care DHHS fund that the General Fund appropriation be increased by \$100,000.00 in the 2025 Child Care DHHS Fund (288) budget. This brings the total Appropriation to \$150,000.00 Motion Carried.

8. 2024 General Fund Budget Amendment 11-1 Recommended Actions - Clayette Zechmeister, Interim Chief Accountant, reviewed the requested amendments which are included in the agenda packet.

2024-M-314

Motion by Matt Koch, seconded by Bill Lutz to approve General Fund Budget Amendment 11-1 for Fiscal Year 2024 as presented. Motion Carried.

9. 2024 Special Revenue Funds Budget Amendment 11-2 Recommended Actions - Clayette Zechmeister, Interim Chief Accountant, reviewed the requested amendments which are included in the agenda packet.

2024-M-315

Motion by Bill Lutz, seconded by Matt Koch to approve Special Revenue Funds Budget Amendment 11-2 for Fiscal Year 2024 as presented. Motion Carried.

10. Establish Budget in the New Fund Police Continuing Professional Education (CPE) Training (259) - Clayette Zechmeister, Interim Chief Accountant, explained the need to establish a budget for the new Officer Training Program required by the state.

2024-M-316

Motion by Matt Koch, seconded by Bill Lutz to establish a Revenue and Expenditure Budget of \$11,500.00 for the new Police Continuing Professional Education (CPE) Training (259). Funds of \$11,500.00 have been received and recorded. Motion Carried.

11. Infrastructure Grant for New Trailer for Recycling - Mike Miller, Recycling Director, presented the proposed grant agreement.

2024-M-317

Motion by Bill Lutz, seconded by Matt Koch to approve the Recycling Infrastructure Grant Agreement between the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and Tuscola County Recycling as presented by Mike Miller, Recycling Director, and authorize all necessary signatures. Motion Carried.

12. Appointment of Patty McNinch to the Materials Management Planning Committee - Mike Miller, Recycling Director, presented the request for appointment.

2024-M-318

Motion by Matt Koch, seconded by Bill Lutz to appoint Patty McNinch from the Tuscola Conservation District to the Materials Management Planning Committee to fill the Environmental Interest Group position. This is a 5-year term which would begin December 1, 2024 and end on December 31, 2029. Motion Carried.

13. Appointment of Sue Fortune to the Materials Management Planning Committee - Mike Miller, Recycling Director, presented the request for appointment.

2024-M-319

Motion by Bill Lutz, seconded by Thomas Young to appoint Sue Fortune from the East Michigan Council of Governments to the Materials Management Planning Committee to fill the Regional Planning Agency position. This is a 5-year term which would begin on December 1, 2024 and end on December 31, 2029. Motion Carried.

14. Annual Compliance Reporting Update - Clayette Zechmeister, Interim Chief Accountant, reviewed the status of the County's Compliance Reporting. The SAMS report has been filed. The annual finance award was not applied for in time so Tuscola County will not receive this award as they have in the past 23 years.
15. Annual Appointments to Various Board and Commissions - Jodi Fetting, County Clerk, reviewed the requested appointments.

2024-M-320

Motion by Bill Lutz, seconded by Matt Koch to re-appoint the following members to the respective Boards and Commissions:

- Construction Code Board of Appeals - Ken Martin, Keith Kosik, Steve Fetterhoff and Henry Hornung to a 2-year term expiring December 31, 2026.
- Council on Aging - Jerald Gamm, Eugene Davison, Carolyn Wymore, Ruby Burk, Terry Jones, Jane Rymarczyk and Sharon Klawender to a 1-year term expiring December 31, 2025.
- Board of Health - Vicki Leland to a 5-year term expiring December 31, 2030.
- Human Development Board of Directors - Bill Lutz to a 1-year term expiring December 31, 2025.
- Parks and Recreation Commission - Nancy Barrios and Mark Putnam to a 3-year term expiring on December 31, 2027.
- Recycling Committee - John Johnson and Sherry Burns to a 3-year term expiring December 31, 2027.
- Remonumentation Peer Group- Gil Bonno, Mike Yates, Ken Dunton, Mark Powell and Derek Hodges to a 2-year term expiring December 31, 2026.
- Veterans Committee - Ann Cherry to a 4-year term expiring December 31, 2028.

Motion Carried.

Recessed at 10:00 a.m.

Reconvened at 10:11 a.m.

At 10:11 a.m., there were a total of 35 participants attending the meeting virtually.

## Old Business

1. Review Additional Cost Since the November 14, 2024 Board Meeting -  
Clayette Zechmeister, Interim Chief Accountant, reviewed the report included in the agenda packet with the impact on the 2025 budget.
2. Review of the Updated 2025 All Funds Balance Sheet -  
Clayette Zechmeister, Interim Chief Accountant, reviewed the report included in the agenda packet.
3. 10-Year Review for Projections With No Transfers In or Out -  
Clayette Zechmeister, Interim Chief Accountant, reviewed the chart without transfers which was included in the agenda packet.
4. 10-Year Review for Projections Including Transfers In and Out -  
Clayette Zechmeister, Interim Chief Accountant, reviewed the chart included in the agenda packet with transfers in from the county reserves.
5. Further Discussion on the Reinstatement of a Full-Time Law Clerk Position for Unified Court in 2025 With an Estimated \$100,000.00 Expense in the Court Budget. Previously, \$28,000.00 was requested -  
Board discussed the potential of adding the requested position and no action was taken at this time.
6. Further Discussion to Include the Cost for a Truck Purchase in the Equipment/Tech Fund (244) -  
Board discussed the request to purchase the vehicle and no action was taken at this time.
7. Further Discussion on Prosecutor's Request for Hiring of an Assistant Prosecuting Attorney -  
Board discussed adding the additional Assistant Prosecuting Attorney.

### 2024-M-321

Motion by Thomas Bardwell, seconded by Bill Lutz that per the request of Mark Reene, Prosecutor, that a new Assistant Prosecuting Attorney position, in the amount of \$105,001.00 which includes wage and fringe benefit costs, be incorporated into the 2025 General Fund Budget in line item 101-229-704-000, Salaries Permanent. Motion Carried.

8. Further Discussion on the Prosecutor's Request for Hiring of a Part-Time Victim Services Employee -  
Board discussed the request to add the part-time position and no action was taken at this time.
9. Further Discussion on Prosecutor's Request for Hiring of a Part-Time General Office Clerk -  
Board discussed the request to add a part-time position and no action was taken at this time.

10. Further Discussion on 911 Dispatch Director Request to Add a Dispatch Supervisor Position -  
Board discussed the request for the position.

2024-M-322

Motion by Thomas Bardwell, seconded by Thomas Young that per the request of Jon Ramirez, 911 Dispatch Director, that a Dispatch Supervisor position in the amount of \$83,153.00 which includes wage and fringe benefit costs, be incorporated into the 2025 Dispatch Fund (218) budget in line item 218-334-704-000, Salaries Permanent.

Yes: Thomas Young and Thomas Bardwell

No: Kim Vaughan, Bill Lutz, and Matt Koch

Motion Failed.

11. 911 Dispatch Surcharge Increase -  
Jon Ramirez, 911 Dispatch Director, reviewed the amount that would be realized if the 911 Surcharge were to be increased to the maximum amount which would need to be taken to a vote of the people. He projects that, as of the number of devices active today, the increase would generate just over \$387,000.00.
12. 911 Dispatch Millage Proposal -  
Jon Ramirez, 911 Dispatch Director, stated that Braun Kendrick did state that the surcharge and the millage request could be placed on the same ballot although doing so would not be recommended. Board took no action at this time.
13. 2025 Economic Development Commission (EDC) Additional Appropriation Request -  
Clayette Zechmeister, Interim Chief Accountant, presented the request received and no action was taken at this time.
14. Potential Action on the Capital Improvement Fund (483) and the Equipment Tech Fund (244) Requests -  
Clayette Zechmeister, Interim Chief Accountant, reviewed the updated 2025 Equipment/Capital Improvement Budget Request chart.

2024-M-323

Motion by Bill Lutz, seconded by Matt Koch to approve \$140,000.00 in expenses to the Equipment Tech Fund (244) and \$235,800.00 in expenses in the Capital Improvement Fund (483) for the 2025 Budget. Motion Carried.

15. Tuscola County Public Notice - Board of Commissioners for 2025 Budget Public Hearing -  
Debbie Babich, Fiscal/Personnel Analyst, reviewed the date of publication for the budget hearing.

2024-M-324

Motion by Matt Koch, seconded by Bill Lutz to approve the publication for the 2025 Budget Public Hearing to be held on December 12, 2024 at 9:00 a.m. Motion Carried.

## **Correspondence/Resolutions**

1. Iosco County Resolution 2024-195 Opposing Changes to State Health Insurance Program (SHIP) and Medicare Improvements for Patients and Providers Program (MIPPA)  
Board would be interested if our local commission is having concerns.
2. October 17, 2024 Vassar Area Ambulance Service Minutes
3. Swearing in Ceremony of Elected Officials - December 30, 2024

## **Commissioner Liaison Committee Reports**

### ***Lutz***

Board of Health

Community Corrections Advisory Board

Department 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

Multi-County Recycling Committee

Member appointments are being put into place.

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

Caro DDA/TIFA

Steps are being taken to hire a new Farmers Market manager. There is no plan to discontinue the Farmers Market.

Economic Development Corp/Brownfield Redevelopment

MAC 7th District

MAC Workers Comp Board

MAC Finance Committee

Update from the last meeting reviewed. Discussion held on the cost of living increase received from employer is negated by increased cost of health care.

NACo Rural Action Caucus (RAC)

Local Units of Government Activity Report

### **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**

No Report

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

**Other Business as Necessary**

-Commissioner Vaughan asked for the Board's direction on the Controller/Administrator position. Board would like to make a decision today.

Recessed at 11:44 a.m.

Reconvened at 11:55 a.m.

At 11:55 a.m., there were a total of 24 participants attending the meeting virtually.

2024-M-325

Motion by Thomas Bardwell, seconded by Bill Lutz that Jodi Holbrook be offered the Controller/Administrator's position contingent upon satisfactory background check and physical. The Personnel Committee to schedule a meeting as soon as possible to set the start date, beginning salary and to discuss the employment contract.

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

Motion Carried.

2024-M-326

Motion by Bill Lutz, seconded by Thomas Young to add a 3% wage increase for all non-union employees for the 2025 Budget Cycle beginning on January 1, 2025 for those employees not covered by any other agreements or grants. Motion Carried.

**Extended Public Comment**

-Christina Martens, Akron Township Zoning Administrator, spoke regarding the County joining the lawsuit regarding PA233. She also encouraged the Board to purchase the Drain Commissioner truck from a dealership located in Tuscola County should that be approved.

**Adjournment**

2024-M-327

Motion by Bill Lutz, seconded by Matt Koch to adjourn the meeting at 12:08 p.m. Motion Carried.

Jodi Fetting  
Tuscola County Clerk, CCO