



MINUTES

Board of Commissioners

Meeting

8:00 AM - Thursday, December 12, 2024

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

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, December 12, 2024, to order at 8:00 AM local time.

Prayer - Commissioner Bardwell

Pledge of Allegiance - Commissioner Young

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, Steve Anderson, Mike Miller, Treasurer Ashley Bennett, Sheila Long, Renee Francisco, Debbie Babich, Jody Grant, Angie Daniels, Register Marianne Brandt, Dara Hood, Cody Horton, Tom McLane

Also Present Virtual: Tracy Violet, Mary Drier, Mark Haney, Alecia Little, Angie House, Cody Horton, Register Marianne Brandt, Dara Hood, Debbie Babich, Estee Bitzer, Jon Ramirez, Pam Shook, Renee Francisco, Shannon Beach, Tanya Pisha, Katie Robinson, Judy Cockerill, Ashley Gaudett, Barry Lapp, Bonnie Fackler, Cindy Hughes, Kristy Sutherland, Karlee Romain, Sheriff Glen Skrent, Angie Daniels, Debbie Englehart

At 8:05 a.m., there were a total of 17 participants attending the meeting virtually.

Adoption of Agenda

1. Adoption of Agenda -

2024-M-328

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

Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes -

2024-M-329

Motion by Matt Koch, seconded by Thomas Young to adopt the meeting minutes from the November 25, 2024 Regular meeting. Motion Carried.

Brief Public Comment Period for Agenda Items Only

None

Consent Agenda

2024-M-330

Motion by Matt Koch, seconded by Bill Lutz that the Consent Agenda Minutes and Consent Agenda Items from the December 9, 2024 Committee of the Whole meeting be adopted with Item #6 added to the Consent Agenda Items. Motion Carried.

CONSENT AGENDA

1. Memorandum of Understanding (MOU) with Lapeer County -

Move to approve the Mutual Aid Agreement to establish the obligations and stipulations for providing assistance of the Livestock Emergency Response (ERAIL) Trailer and Team by the County of Lapeer and authorize all signatures.

2. Presentation by Brown and Brown Regarding Blue Cross Blue Shield Renewal -

Move to approve that per the recommendation of Shelly Lutz, Human Resource Director, the county health insurance with Blue Cross Blue Shield of Michigan (BCBS) be renewed January 1, 2025 through December 31, 2025. This action includes the fixed administrative fees for the estimated 188 contracts at \$70.60 each per month with an estimated annual cost of \$159,273.60. Also, all appropriate signatures are authorized.

3. Dispatch 911 Request to Fill Vacant Full-Time Dispatcher Position -

Move to approve that per the request from Jon Ramirez, Dispatch Director, that Lakyn Bigelow be hired to fill the vacant full-time Dispatcher position at Step 1 on the pay scale at \$19.14 per hour, contingent upon satisfactory background check, drug and physical screens with a tentative start date on or around January 6, 2025.

4. Dispatch 911 Request to Fill Vacant Full-Time Dispatcher Position -

Move to approve that per the request from Jon Ramirez, Dispatch Director, that Trinity Bliss be hired to fill the vacant full-time Dispatcher position at Step 1 on the pay scale at \$19.14 per hour, contingent upon satisfactory background check, drug and physical screens with a tentative start date on or around January 27, 2025.

5. Request to Fill Vacant Full-Time Corrections Deputy Position -

Move to approve that per the request from Robert Baxter, Undersheriff, that Jacquelyn Kreiner be hired to fill a vacant full-time Corrections Officer position at Step 2 on the pay scale at \$21.54 per hour. Step 2 is requested due to Jacquelyn's three years of previous Jail and

Corrections experience. This job offer is contingent on satisfactory background check, drug and physical screens with a tentative start date on or around December 21, 2024.

6. 2024 Budget Amendments, Clayette Zechmeister, Interim Chief Accountant - Move that 2024 Budget Amendment 12-1 be approved as presented.

New Business - continued below

1. Consideration of Approving a \$1,385,741.34, Transfer From the 296 Voted Bridge Fund to the 201 Road Commission Fund per the Request from Mike Tuckey, Finance Director of the Tuscola County Road Commission -

2024-M-331

Motion by Thomas Young, seconded by Matt Koch to approve the transfer of \$1,385,741.34 from the Voted Bridge Millage Fund to the Road Commission Fund as requested by Mike Tuckey, Finance Director of the Tuscola County Road Commission Motion Carried.

2. 2024 Budget Amendment for the Voted Bridge Fund 296 -

2024-M-332

Motion by Bill Lutz, seconded by Thomas Young that the Voted Bridge Fund 296 line item 296-100-999-201 Operating Transfer out to County Road be increased by \$1,386,000.00 due to voucher 2024-2 for year end. This would cause the budget to exceed the current budget. Sufficient fund balance is available for this action. Motion Carried.

3. 2024 General Fund Budget Amendment 12-2 Recommended Actions - Deborah Babich, Fiscal Personnel Analyst, presented the budget amendment request.

2024-M-333

Motion by Thomas Young, seconded by Matt Koch to approve General Fund Budget Amendment 12-2 for Fiscal Year 2024 as presented. Motion Carried.

4. Dispatch 911 Request for Approval of 2025 Motorola Service - Jon Ramirez, Dispatch Director, explained this is a renewal request in the amount of \$21,653.33.

2024-M-334

Motion by Thomas Bardwell, seconded by Thomas Young to approve the invoice in the amount of \$21,653.33 from Motorola Solutions for Dispatch service in 2025 as presented by Jon Ramirez, Dispatch Director. Motion Carried.

5. District Court Out-of-State Travel Request - Sheila Long, District Court Administrator, presented the request.

2024-M-335

Motion by Matt Koch, seconded by Bill Lutz to approve the out-of-state travel request received from Sheila Long, Court Administrator, for two court employees to travel to Oklahoma City for the Treatment Court Coordinator training hosted by All Rise from March 18, 2025 through March 21, 2025. Funds are available through the 2024 Unified Court budget in the training line-item for their flights (approximately \$700.00 per person) and the registration fee (\$850.00 per person). Any additional expenses for parking, travel, lodging and meals will be paid through the 2025 Unified Court budget in the training and travel line-items. Motion Carried.

6. Change Order for the People's State Bank (PSB) Building for the Server Room Fire Suppression System -

Mike Miller, Director Buildings and Grounds, presented the change order request to have the Server Room fire suppression be a waterless system instead of a water system. It was determined the original RFP Bid did include a waterless system. Director Miller will contact the Architect regarding this matter and will report back to the Board at the December 23, 2024 meeting. No further action taken at this time.

*See Public Comment for further details and action.

7. Request to Use Courthouse Steps -

2024-M-336

Motion by Thomas Bardwell, seconded by Thomas Young to approve the request from Tuscola County Right to Life to hold its annual Memorial Service on Sunday, January 19, 2025 at 3:00 PM in front of the Tuscola County Courthouse. Motion Carried.

8. Letter of Resignation from William Hill, Assistant Prosecutor -

2024-M-337

Motion by Bill Lutz, seconded by Thomas Young to accept and place on file the Letter of Resignation from William Hill, Assistant Prosecutor. Motion Carried.

Old Business - continued below

1. Potential Reappointment of Phillip Fulks to the Community Corrections Board -

2024-M-338

Motion by Matt Koch, seconded by Bill Lutz to approve the reappointment of Phillip Fulks to the Community Corrections Board per his request. Motion Carried.

2. Rescind Motion 2024-M-325 (matter added) -

Commissioner Vaughan presented the request to withdraw the offer of the Controller/Administrator position to Jodi Holbrook at the December 9, 2024 Committee of the Whole meeting as she has found other employment.

2024-M-339

Motion by Thomas Bardwell, seconded by Thomas Young to rescind the previous Motion 2024-M-325 (regarding Jodi Holbrook being offered the Controller/Administrator's position) and to rescind any employment offers made to Jodi Holbrook pursuant to Motion 2024-M-325. Motion Carried.

3. Interim Controller/Administrator Appointment (matter added) -
Board discussed the possibility of appointing Shelly Lutz as the Interim Administrator as a contract has been entered into with Plant Moran to perform the duties of the Controller. Board discussed whether Shelly should do the HR Director position in addition to the Administrator's position. Board discussed additional stipend pay to the Interim Administrator and to possibly other office support staff for performing additional duties. No action was taken on the monetary portion at this time.

2024-M-340

Motion by Matt Koch, seconded by Thomas Young to appoint Shelly Lutz Interim County Administrator effective December 12, 2024.

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

Abstained: Bill Lutz

Motion Carried.

New Business

1. 2025 Budget Public Hearing - 9:00 a.m.
Recessed Board Meeting at 9:03 a.m.
Public Hearing Called to Order at 9:03 a.m.
Reconvened Board Meeting at 9:35 a.m.
At 9:35 a.m., there were a total of 26 participants attending the meeting virtually.

Recessed Board Meeting at 9:37 a.m.
Reconvened Board Meeting at 9:46 a.m.
2. Closed Session to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute -

2024-M-341

Motion by Matt Koch, seconded by Bill Lutz that the Board of Commissioners meet in Closed Session under Section 8(h) of the Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute specifically, records and information of measures desired to protect the security and safety of County employees, officials and visitors as well as County property which are exempt from public disclosure under Section 13(y) of the Freedom of Information Act. Also, Jodi Fetting or designee, Eean Lee, Jody Grant, Mike Miller, Tom McLane, Ashley Bennett, Marianne Brandt, Angie Daniels, Cody Horton, Bob Mantey, Dara Hood, Steve Anderson and Shelly Lutz are authorized to attend at 9:48 a.m.

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

Motion Carried.

Reconvened Board Meeting at 10:59 a.m.

At 11:00 a.m., there were a total of 16 participants attending the meeting virtually.

Old Business

None

Correspondence/Resolutions

None

2025 Budget Discussion

1. Proposed Corrections to the 2025 General Fund Department 227 City of Caro Assessment Contract -
Clayette Zechmeister, Interim Chief Accountant, explained the need for the correction during the 2025 Budget Public Hearing.

2024-M-342

Motion by Matt Koch, seconded by Thomas Young to approve the proposed corrections to the 2025 General Fund Department 227 City of Caro Assessment Contract as presented by Clayette Zechmeister, Interim Chief Accountant. Motion Carried.

2. Proposed Corrections to 2025 GIS Fund 258 -
Clayette Zechmeister, Interim Chief Accountant, explained the need for the correction during the 2025 Budget Public Hearing.

2024-M-343

Motion by Matt Koch, seconded by Bill Lutz to approve the proposed corrections to the 2025 GIS Fund 258 as presented by Clayette Zechmeister, Interim Chief Accountant. Motion Carried.

3. Proposed Correction to the 2025 General Fund Department 236 Register of Deeds - Clayette Zechmeister, Interim Chief Accountant, explained the need for the correction during the 2025 Budget Public Hearing.

2024-M-344

Motion by Matt Koch, seconded by Bill Lutz to approve the proposed correction to the 2025 General Fund Department 236 Register of Deeds as presented by Clayette Zechmeister, Interim Chief Accountant, salary was \$74,913.00 and should have been \$73,487.00. Motion Carried.

4. Review of 2025 County Budget - Clayette Zechmeister, Interim Chief Accountant, reported that the required correction discussed in the Public Hearing and just approved have been updated in the 2025 All Funds Budget. The line items that reflect the corrections were reviewed.

2024-M-345

Motion by Matt Koch, seconded by Bill Lutz to approve the 2025 Tuscola County Budget as presented. Motion Carried.

5. 2025 Budget Adoption - Clayette Zechmeister, Interim Chief Accountant, reviewed the updated 2025 Tuscola County budget as it relates to the General Appropriations Act and corrections noted during the Public Hearing.

2024-M-346

Motion by Bill Lutz, seconded by Matt Koch to approve the General Appropriations Act adopting the 2025 County Budget and a copy of the adopted budget to be incorporated into the Financial Reporting Section on the county website, making this information available to County Officials and the public. Motion Carried.

Commissioner Liaison Committee Reports

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 -
Meets next week.

Caro DDA/TIFA -

Currently, the process of filling the vacant Market Manager position is underway.

Economic Development Corp/Brownfield Redevelopment -
Meets December 18, 2024.

MAC 7th District -

Upcoming meeting information provided.

MAC Workers Comp Board

MAC Finance Committee

NACo Rural Action Caucus (RAC)

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

Young

Board of Public Works

County Road Commission Liaison

Dispatch Authority Board

Genesee Shiawassee Thumb Works -
Update provided.

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

Lutz

Board of Health -
Meets next week.

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 -

Update provided on the Eco-Cycle Company as the credentials and financials were provided to the attorney but the information was not provided in the English Language. There were items that caused concern to the attorney. The Board is not interested in moving forward nor authorizing any additional funding for legal fees.

Local Units of Government Activity Report

Human Development Commission Board of Directors Liaison

Other Business as Necessary

-Commissioner Young would like the Board to consider preparing a Resolution for Kathy Hare who is retiring from ACW Ambulance.

-Commissioner Lutz reported that Angie House is working on the resolutions for the Millington Football Team and the Kingston Volleyball Team.

Extended Public Comment

-Eean Lee reported that the RFP referenced during PSB Building Change Order request was the RFP for the Building Lease not for the RFP for the Architect. Thus the change order for the fire suppression is needed.

1. Change Order for the People's State Bank (PSB) Building for the Server Room Fire Suppression System (New Business Item #6) -

2024-M-347

Motion by Matt Koch, seconded by Bill Lutz to approve the Change Order for the Server Room Fire Suppression System for the People's State Bank (PSB) Building from Booms Construction in the amount of \$16,214.00 and authorize all necessary signatures. Sufficient funds are available in this line item for the PSB Building (483-901-975-002). Motion Carried.

-Treasurer Ashley Bennett addressed the Board regarding the proper steps to request a salary increase for the Treasurer and the Clerk positions as job responsibilities have increased due to legislation changes. The Personnel Committee is to set a meeting in the next few weeks in order to have further discussions regarding this matter.

Adjournment

2024-M-348

Motion by Bill Lutz, seconded by Matt Koch to adjourn the meeting at 11:40 a.m. Motion Carried.

Jodi Fetting
Tuscola County Clerk, CCO