



MINUTES

Board of Commissioners

Meeting

10:22 AM - Monday, December 30, 2024

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

Commissioner Vaughan called the special 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, December 30, 2024, to order at 10:22 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, Clayette Zechmeister, Shelly Lutz, Erica Walle, Prosecutor Mark Reene, Greg Rynearson

Also Present Virtual: Tracy Violet, Mary Drier, Mark Haney, Tanya Pisha, Echo Torrez, Katie Robinson, Kristy Sutherland, Ashley Gaudett, Carolyn Lorenz, Carrie Tabar, Cindy Hughes, Debbie Babich, Jon Ramirez, Krystaria Skakle, Linda Strasz, Register Marianne Brandt, Mike Miller, Judge Nancy Thane, Sarah Balcueva, Steve Anderson, Angie House, Renee Francisco, Barry Lapp, Shannon Beach

At 10:25 a.m., there were a total of 26 participants attending the meeting virtually.

Adoption of Agenda

1. Adoption of Agenda -

2024-M-368

Motion by Matt Koch, seconded by Bill Lutz to adopt the agenda as amended. Motion Carried.

Brief Public Comment Period for Agenda Items Only

None

New Business

1. Request for Permission to Advertise to Fill the Vacant Controller/Administrator Position -
Shelly Lutz, Human Resources Director, Interim Administrator, requested to place the job posting on Indeed.

2024-M-369

Motion by Matt Koch, seconded by Thomas Young to approve that Shelly Lutz, Human Resource Director/Interim Administrator, be allowed to begin the search and to advertise to fill the vacant position of Controller/Administrator. The annual wage range for this position to be advertised will be from \$106,800.00 to \$120,000.00 with the cost of advertising for this position not to exceed \$1,200.00.

Motion Carried.

2. Request from Prosecutor's Office to Appoint Eric Hinojosa as Chief Assistant Prosecuting Attorney -
Erica Walle, Chief Assistant Prosecutor, Prosecutor Elect, explained the appointment request.

2024-M-370

Motion by Bill Lutz, seconded by Matt Koch to approve that per the recommendation of Prosecutor Elect, Erica Walle, that Eric Hinojosa be appointed to Chief Assistant Prosecuting Attorney effective January 1, 2025. Also, based on the current wage scale, experience and years of service, Mr. Hinojosa will be placed at Step 5 of the pay scale, which is \$88,097.00 per year. Motion Carried.

3. Request from Prosecutor's Office to Appoint Mark Reene as Assistant Prosecuting Attorney -
Erica Walle, Chief Assistant Prosecutor, Prosecutor Elect, explained the request for the appointment.

2024-M-371

Motion by Bill Lutz, seconded by Matt Koch to approve that per the recommendation of Prosecutor Elect, Erica Walle, the employment of Mark Reene to fill the vacant Assistant Prosecuting Attorney position in the Prosecuting Attorney's Office effective January 1, 2025 at Step 5, due to experience - years of service, at an annual rate of pay of \$82,495.51. Motion Carried.

4. Prosecutor's Office Staffing Concern -
Mark Reene, Prosecutor and Erica Walle, Prosecutor Elect, expressed their concern about the pending staff shortage in the office for the position of Assistant Prosecutor. The vacant position is due to an Assistant Prosecutor accepting a position with another county and due to the transition of the Elected Officials. This will cause the attorney staff to be required to work additional hours in order to fill in for the vacancy. During this time, it is being requested that the attorneys be compensated for the additional hours expected to be worked by way of a stipend. The stipend pay would be taken out of the already budgeted wage line item.

2024-M-372

Motion by Thomas Bardwell, seconded by Bill Lutz to approved the additional pay for the three Prosecuting Attorney's, Tyler Steger, Mark Reene and Eric Hinojosa at a rate of \$700.00 per pay and remain in effect until an additional Assistant Prosecutor can be hired, and at that time reduce the pay to \$500.00 per pay for each Assistant Prosecutor. When both vacant Assistant Prosecuting Attorney positions are filled the additional pay will be eliminated. Motion Carried.

- 5. Year-End Compliance with the Uniform Budgeting and Accounting Act - Clayette Zechmeister, Interim Chief Accountant, reviewed the report included in the agenda packet. Two corrections in the first paragraph were noted: It should be 2024 year-end financial correcting actions and County Auditors (Manor Costerison).
- 6. 2024 General Fund Adjustments -

2024-M-373

Motion by Bill Lutz, seconded by Matt Koch that the 2024 General Fund activity budgets be amended to the amounts shown in the table to prevent actual year-end expenditures from exceeding budget and in order to gain compliance with the Uniform Budgeting and Accounting Act.

			Estimated	2024
	2024	2024	Difference	Year End
Expenditure	Amended	Projected	Under Budget	Amended
Category/Department	Budget	Actual	(Over Budget)	Budget
Legal (211)	108,500	110,500	(2,000)	110,500
Weighmaster (324)	111,506	118,049	(6,543)	118,049

Motion Carried.

- 7. 2024 Special Revenue and Debt Service Fund Adjustments -

2024-M-374

Motion by Matt Koch, seconded by Bill Lutz that the 2024 Special Revenue Fund budgets be amended to the amounts shown in the table to prevent actual year-end expenditures/revenues from exceeding budget and in order to gain compliance with the Uniform Budgeting and Accounting Act.

	2024	2024	Estimated	2024	
	12-30-24	Projected	Difference	Year End	
	Amended	Actual	Under Budget	Amended	
Special Revenue Funds	Budget	Exp/Rev	(Over Budget)	Budget	Comments
ROAD PATROL Revenue	3,179,176	3,199,176	(20,000)	3,199,176	Revenue to Actual
HEALTH DEPARTMENT Revenue	4,575,016	4,876,100	(301,084)	4,876,100	Revenue to Actual
RECYCLING Expense	389,551	409,551	(20,000)	409,551	Expense to Actual
VICTIM SERVICES Revenue	100,347	105,347	(5,000)	105,347	Revenue to Actual
VICTIM SERVICES Expense	100,347	105,347	(5,000)	105,347	Expense to Actual
VOTED MOSQUITO Revenue	1,453,431	1,463,431	(10,000)	1,463,431	Revenue to Actual
CDBG Revenue	70,300	100,300	(30,000)	100,300	Revenue to Actual
VICTIM OF CRIME GRANT Revenue	112,424	122,424	(10,000)	122,424	Revenue to Actual
VICTIM OF CRIME GRANT Expense	107,499	122,424	(14,925)	122,424	Expense to Actual
POLICE CPE TRAINING Revenue	11,500	34,500	(23,000)	34,500	Revenue to Actual
LOCAL CORR OFF'S TRAINING Revenue	8,200	10,200	(2,000)	10,200	Revenue to Actual
VOTED MSU Revenue	222,446	223,446	(1,000)	223,446	Revenue to Actual
CHILD CARE DHHS Expense	166,700	176,700	(10,000)	176,700	Expense to Actual
MEDICAL CARE FACILITY Revenue	25,698,136	26,698,136	(1,000,000)	26,698,136	Revenue to Actual
CHILD CARE PROBATE Revenue	768,050	848,050	(80,000)	848,050	Revenue to Actual
STATE POLICE BUILDING Expense	16,000	20,000	(4,000)	20,000	Expense to Actual
CAPITAL IMPROVEMENTS Revenue	477,983	502,983	(25,000)	502,983	Revenue to Actual
TAX FORECLOSURE Revenue	1,208,000	1,245,000	(37,000)	1,245,000	Revenue to Actual

8. 2023 Special Revenue and Debt Service Funds with Deficits -

2024-M-375

Motion by Matt Koch, seconded by Bill Lutz that temporary supplemental appropriations from the General Fund to the amounts shown in the table be authorized to prevent the identified funds from finishing the 2024 Fiscal Year in a deficit situation and gain compliance with the Uniform Budgeting and Accounting Act.

GENERAL FUND APPROPRIATIONS		
Friend of the Court (215)		\$114,000
Juvenile Mental Court (231)		\$700
Millington Township Police Svc Contract (232)		\$35,000
Mental Health Court (233)		\$18,000
Victim Services Grant (236)		\$21,000
Animal Shelter (239)		\$2,200
County Veteran Service Grant (246)		\$30,700
Remonumentation (252)		\$36,000
Victim of Crime Act Grant (255)		\$7,000
Work Comp Fund (677)		\$6,000

Motion Carried.

9. 2023 Delinquent Tax Revolving Fund Transfer -

2024-M-376

Motion by Matt Koch, seconded by Bill Lutz to transfer the actual Delinquent Tax Revolving Fund income to the General Fund as budgeted. Motion Carried.

10. Other 2023 Compliance Adjustments -

2024-M-377

Motion by Bill Lutz, seconded by Matt Koch to authorize staff, after consultation with the county auditors, to conduct further year-end financial transactions and make other adjustments as necessary to gain compliance with the Uniform Budgeting and Accounting Act. Motion Carried.

Old Business

None

Correspondence/Resolutions

1. Road Commission 2025 Meeting Schedule

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

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

Bardwell

No Report

Behavioral Health Systems Board

Caro DDA/TIFA

Economic Development Corp/Brownfield Redevelopment

MAC 7th District

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

Lutz

No Report

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

Local Units of Government Activity Report

Human Development Commission Board of Directors Liaison

Other Business as Necessary

None

Extended Public Comment

The Board thanked Clayette Zechmeister for coming back to serve as the Interim Chief Accountant and wished her well in 2025.

Adjournment

2024-M-378

Motion by Matt Koch, seconded by Bill Lutz to adjourn the meeting at 11:08 a.m.
Motion Carried.

Jodi Fetting
Tuscola County Clerk, CCO