

## Commissioner Minutes of November 28, 2017

*The Gladwin County Board of Commissioners met in Regular Session on Tuesday, November 28, 2017. The meeting was called to order at 9:00 a.m. by Vice-Chair Aultman. The Pledge of Allegiance was recited and a short prayer was given. Roll call found all Commissioners present, except Chairman Walters who had been excused.*

There were no changes or additions to the agenda. *Motion by Commissioner Smith, supported by Commissioner Hinman, to proceed with the consent agenda as prepared. Ayes carried, motion passed.*

The **cash balances** were then read by Commissioner Aultman. *General Fund - \$758,875.27.*

The minutes of the November 14, 2017 meeting were then considered. Motion by Commissioner Birgel, supported by Commissioner Hinman, to approve the minutes with the corrections that were made. Ayes carried, motion passed.

### Public Comments:

*Stacey DeMoines asked if there was a plan for the committee to be established for the Animal Control, commenting that she would be interested in participating. Commissioner Aultman stated that Chairman Walters would be looking at this issue the first of the year and she would let him know of her interest.*

*Jerry Holycross questioned the Board if there was anything going on with the Drain Commissioner and if there was a recall process started. Discussion.*

**Karen Blonde, Gladwin City Housing Commission**, spoke to the Board on her work on the CBDG grant as third party administrator. Ms. Blonde spoke on the changes to the grant and the new use for the funds under the accepted guidelines. (see attached document) Discussion. *Motion by Commissioner Birgel, supported by Commissioner Hinman, to accept the guidelines dated November 14, 2017 for project use. Ayes carried, motion passed.*

### Finance Matters – Commissioner Aultman:

1. The contract for labor relations services has been submitted by Mr. Borushko. This two-year contract will expire 12-31-2019 and will be at a sum of \$13,000 annually. *Motion by Commissioner Hinman, supported by Commissioner Smith, to allow the Chairman to sign the contract for the services as outlined in the contract. Ayes carried, motion passed.*
2. Patrol unit 26-09 was involved in a second car/deer accident. This claim has been submitted to the insurance and damages will be covered less a \$1,000 deductible. *Motion by Commissioner Hinman, supported by Commissioner Smith, to allow MMRMA to handle the claim by selecting the estimate to handle the repairs of the unit. Ayes carried, motion passed.*
3. The old vending machine has been emptied and is ready for sale by sealed bid. *Motion by Commissioner Birgel, supported by Commissioner Smith, to allow the machine to be placed for bid and to place the proceeds of the sale into revenue line "sale of fixed assets". Ayes carried, motion passed.*
4. The Prosecutor's Office needs to purchase a new chair for Mr. Gage. They have found a chair on Amazon for \$229.00 with free shipping and can be paid from 101-229-727.000. *Motion by*

*Commissioner Hinman, supported by Commissioner Smith, to allow the Clerk to complete the purchase of the chair from Amazon using the County's credit card. Ayes carried, motion passed.*

5. After review of the final months of the 2017 budget, and work on the 2018 budget, it has been determined that a spending freeze is in order for the balance of 2017. This is necessary to ensure that there is cash flow enough to complete the end of the year's spending without borrowing. *Motion by Commissioner Hinman, supported by Commissioner Birgel, to place a spending freeze in place effective today. Ayes carried, motion passed.*
6. After extensive work by the insurance committee on health care coverage and rates for 2018, the Board would like to offer the Priority Health Insurance plan to the employees for 2018. Commissioner Birgel explained the ongoing process to the Board, noting several quotes that had been received by various carriers. *Motion by Commissioner Hinman, supported by Commissioner Birgel, to accept the plan as an offer to the employees as drafted by the insurance committee. Ayes carried, motion passed.*
7. Judge Farrell has submitted his 2018 bar dues for payment with a request to use the credit card for payment. *Motion by Commissioner Birgel, supported by Commissioner Smith, to allow the Clerk to process the \$325.00 payment on the credit card with 50% of the bill to be charged back to Clare County for the expense. Ayes carried, motion passed.*
8. The Clerk has compiled budget amendments through 11-22-2017 for the committee's review. *Motion by Commissioner Hinman, supported by Commissioner Smith, to approve the amendments as drafted and allow the Clerk to post as prepared. Ayes carried, motion passed.*
9. With final stages being completed on the General Fund budget, the finance committee would ask that the Clerk prepare the Special Funds for distribution to the departments for preparation. These special fund budgets will need to be returned no later than December 7<sup>th</sup> for consideration. *Motion by Commissioner Birgel, supported by Commissioner Hinman, to distribute the special fund budget worksheets. Ayes carried, motion passed.*

The Board then discussed the appropriations to Mental Health. Commissioner Aultman commented that she is still researching the topic and will bring more information back to the Board at a later date.

#### **Committee Meetings:**

1. Commissioner Hinman commented on the Indigent Defense Council grant, noting it has been submitted to the State for review and proposed approval.
2. Commissioner Smith stated that she has been working on the collection of department information for the RFP process for IT services; thanking those that have already provided her with a list of their operating systems.

The Board then opened the bids for the Sage Township Siren Project and the MDTs.

Siren Project: All Warning Systems - \$19,298.00  
ATI Systems - \$24,730.64  
ASC - \$16,421.36 and 14,888.96

MDT Project: CCI - \$41,863.60  
ProComm - \$37,090.00

Both sets of bids will be turned over to Emergency Management for their committee review and designation of award. Director, Marianne Hill, spoke on the grant funding measures that would pay for the projects through Homeland Security funding.

## **Commissioner Reports by District –**

### **Commissioner Hinman reported:**

- On attending the Sherman Township meeting, commenting that all is well.
- That all is going well for Gladwin Township.
- On the Indigent Defense Council meeting on November 16<sup>th</sup> in Clare County to finalize the grant application to the State.
- That he and Commissioner Birgel are slowly working on union negotiations.

### **Commissioner Smith reported:**

- On attending the Buckeye Township meeting, noting they are doing well.
- That she participated in the HSCB meeting on November 21<sup>st</sup>.
- On the Library Board meeting also on the 21<sup>st</sup> where they finalized the sale of the American Legion building.

### **Commissioner Birgel reported:**

- That he has been working on union negotiations and solving the health insurance issues.
- That he became a great grandfather on Sunday.

### **Commissioner Aultman reported:**

- On attending the Grim Township meeting where they voted to turn down the medical marijuana program.
- That Bourret Township also voted to not participate in the medical marijuana program.
- That she missed the Secord Township meeting, due to change in the meeting date. Secord Township will be “fronting” the funds for the mosquito spray millage in 2018, due to their ballot wording.
- That the work on the budget is almost complete.
- On meeting with an architect on November 23<sup>rd</sup> and that they will meet with another on December 4<sup>th</sup>.

### **Public Comments –**

*Emergency Management Director, Marianne Hill, commented that the Section 19 funds have been approved and that the funding will be received back to the County.*

*Court Administrator, Karen Moore, asked for clarification on the 2018 insurance rate information being provided to the union representatives. Discussion.*

*Commissioner Smith reminded everyone that the Beaverton City tree lighting ceremony will be held December 1<sup>st</sup> at 6:00 p.m. The work on the Christmas decorations at Beaverton City Park was done by the Fruchey family.*

*Commissioner Aultman commented that the Gladwin City Lights Parade will be held December 2<sup>nd</sup>.*

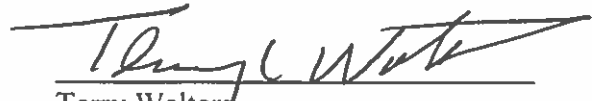
Commissioner Aultman then discussed the three bids received for civil council service for the County. The three interested parties that bid to provide the service were: Attorney Douglas Jacobson, Attorney Tara Hovey and Attorney Karen Tomcek. Discussion. *Motion by Commissioner Aultman, supported by Commissioner Birgel, to*

*enter into a service contract with Attorney Jacobson. Hinman and Smith voting no.*  
**Motion fails.**

*Motion by Commissioner Birgel, supported by Commissioner Hinman, to receive and file various correspondence and reports. Ayes carried, **motion passed.***

*Motion by Commissioner Birgel, supported by Commissioner Hinman, to adjourn. Ayes carried, **motion passed.** Meeting adjourned at 9:46 a.m., until the next regular Board meeting on December 12, 2017 at 9:00 a.m., unless otherwise ordered.*

  
Laura Brandon-Maveal  
County Clerk

  
Terry Walters  
Chairman

# CDBG

## 11/14/2017

New Program Guidelines created to adjust to changes – no grants; program income funds only available for projects.

### Program Guideline changes:

- Type of Assistance – Emergency Repairs only
- Funding – Program Income only
- Property requirement change – Debt service greater than 2 times the SEV including the current rehab loan will not be eligible. We use to do 2 ½ times. This has set too many homeowners to fail.
- Eligible Emergency Items – Well, septic, drain-field, furnace, handicapped accessible ramp, and deteriorated roof.
- Eligible Health and Safety Items – Demolition of residential structure with health and safety concerns.
- Non-Eligible Rehab Cost –
  - No mobile home roof replacement
  - No non-emergency repairs.
- Inspection and Testing –
  - Applicant must submit a minimum of (2) two reasonable estimates by contractors that meet requirements in Section VIII Contractor Requirements.
  - Experts (such as Health Dept. or Local Inspector) may be consulted.
  - Lead based paint assessments will not be required for emergency repairs, but will be ordered for demolition when necessary.
- Bid Process – Minimum of (2) two reasonable estimates required. Bid specs will no longer need to be created and inspections are minimal. The experts in these fields (Health Dept. or Local Inspector) will conduct the inspections. We will just need to follow up with these experts that the inspections did pass.



Equal Housing Opportunity  
Equal Opportunity Employer

11/22/2017

REVENUE AND EXPENDITURE REPORT FOR GLADWIN COUNTY  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	2017		YTD BALANCE		ACTIVITY FOR MONTH		AVAILABLE	
		AMENDED BUDGET	11/30/2017	NORMAL	(ABNORMAL)	11/30/2017	INCREASE (DECREASE)	BALANCE NORMAL	(ABNORMAL)
<b>Fund 101 - GENERAL FUND</b>									
<b>Revenues</b>									
101-000-402.000	CURRENT PROPERTY TAXES	4,125,263.00	4,138,271.21			28,943.07		(13,008.21)	13,009.00
101-000-409.000	PERSONAL TAX	529.00	539.61			0.00		(10.61)	11.00
101-000-475.000	ADDRESSING PERMITS	3,950.00	4,800.00			250.00		(850.00)	850.00
101-000-476.301	SALVAGE INSPECTION - SHERIFF DEPARTMENT	1,200.00	1,300.00			0.00		(100.00)	100.00
101-000-477.000	BUILDING PERMITS	92,506.00	117,334.00			9,022.00		(24,828.00)	24,828.00
101-000-478.000	ELECTRICAL PERMITS	65,000.00	78,366.00			8,300.00		(13,366.00)	13,366.00
101-000-486.000	ZONING PERMIT FEES	12,315.00	15,500.00			1,330.00		(3,185.00)	3,185.00
101-000-524.000	PROS ATTY - GLADWIN CITY REIMBURSE	5,250.00	6,000.00			0.00		(750.00)	750.00
101-000-577.000	LIQUOR LAW ENFORCEMENT	5,000.00	7,586.70			0.00		(2,586.70)	2,587.00
101-000-601.136	DISTRICT COURT COSTS	265,000.00	283,819.65			19,065.80		(18,819.65)	18,820.00
101-000-601.148	PROBATE COURT COSTS	11,306.00	12,171.50			227.50		(865.50)	866.00
101-000-602.003	DISTRICT COURT-OVERSIGHT FEES	25,000.00	28,204.73			1,732.50		(3,204.73)	3,205.00
101-000-603.148	PROBATE CT - OVERSIGHT FEES	2,452.00	2,666.00			100.00		(214.00)	214.00
101-000-606.000	ANIMAL SHELTER-FEES	6,941.00	7,382.50			0.00		(441.50)	442.00
101-000-609.215	JURY DEMAND FEES	750.00	780.00			240.00		(30.00)	30.00
101-000-609.236	REGISTER OF DEED FEES	200,000.00	221,767.40			16,145.00		(21,767.40)	21,768.00
101-000-610.215	GARNISHMENT - RESTITUTION	500.00	575.00			150.00		(75.00)	75.00
101-000-611.000	PROBATE COURT ATTY REIMBURSEMENT	2,000.00	2,275.00			80.00		(275.00)	275.00
101-000-612.001	FRIEND OF THE COURT-SERVICE FEES	2,300.00	2,411.31			0.00		(111.31)	112.00
101-000-616.000	REGISTER OF DEEDS-TRANSFER TAX	80,054.00	98,604.55			4,995.10		(18,550.55)	18,551.00
101-000-623.005	SOM-SEX OFFENDER REGISTRATION FEE	2,900.00	3,000.00			40.00		(100.00)	100.00
101-000-623.215	SHERIFF-DNA SERVICE FEE	188.00	247.28			45.00		(59.28)	60.00

101-000-624.000	SHERIFF POLICE REPORTS	3,000.00	3,534.27	193.00	(534.27)	535.00
101-000-625.000	CO. CLERK CIRCUIT COURT - MOTION FEES	1,800.00	1,990.00	90.00	(190.00)	190.00
101-000-628.000	MEDICAL/CONVEYING PRISONERS	2,000.00	2,511.15	0.00	(511.15)	512.00
101-000-629.301	P.I.T. SHERIFF DEPT	7,725.00	8,320.00	270.00	(595.00)	595.00
101-000-641.004	ROOM & BOARD / IN COUNTY	30,000.00	31,585.63	2,131.49	(1,585.63)	1,586.00
101-000-641.005	ROOM & BOARD / WEEKENDS	17,000.00	17,700.00	500.00	(700.00)	700.00
101-000-643.000	CIGARETTE SALES - SHERIFF DEPT	30,708.00	32,736.00	0.00	(2,028.00)	2,028.00
101-000-654.000	PARKS & REC/USE & ADM FEES/RENTALS	1,500.00	2,223.61	0.00	(723.61)	724.00
101-000-656.000	DISTRICT COURT-FORFEITURES/ORDINANCES	50,000.00	54,679.81	2,295.99	(4,679.81)	4,680.00
101-000-660.000	PAROLE VIOLATION/DETAINERS	7,000.00	7,662.60	0.00	(662.60)	663.00
101-000-671.000	OTHER REVENUES OR REIMBURSEMENTS	81,300.00	136,034.81	78,577.00	(54,734.81)	54,735.00
101-000-671.410	OTHER REVENUE - ZONING	1,550.00	1,850.00	300.00	(300.00)	300.00
101-000-671.426	OTHER REVENUES - EOC CIVIL DEF. GRANT	51,713.00	100,925.00	0.00	(49,212.00)	49,212.00
101-000-676.000	REIMBURSEMENTS - DISTRICT CT	52,000.00	53,035.54	3,060.50	(1,035.54)	1,036.00
101-000-677.000	REIMBURSEMENT-RESTITUTION COUNTY	3,031.00	3,309.51	0.00	(278.51)	279.00
101-000-682.000	REIMBURSEMENT - RETIREES HEALTH INSURANC	37,737.00	42,750.86	1,532.83	(5,013.86)	5,014.00
101-000-684.001	CLARE CO/POSTAGE REIMBURSEMENT	1,066.00	25,687.65	24,155.91	(24,621.65)	24,622.00
101-000-699.216	TRANSFER IN - FROM E-911 MILLAGE	732,996.00	734,196.00	0.00	(1,200.00)	1,200.00
TOTAL REVENUES		9,016,363.00	8,104,791.37	218,384.46	(271,804.88)	271,815.00
						101-891-969.000 to contingent
<b>Expenditures</b>						
101-101-801.000	MEMBERSHIPS	15,506.00	15,651.62	0.00	(145.62)	146.00
101-101-802.000	CONTRACTURAL SERVICES - CIVIL COUNSEL	14,759.00	14,842.46	42.00	(83.46)	84.00
101-101-850.000	TELEPHONE	992.00	1,081.50	30.02	(89.50)	90
101-131-727.000	SUPPLIES & PRINTING	1,500.00	1,617.33	323.79	(117.33)	118.00
101-131-813.000	TRANSCRIPTS	2,500.00	2,776.53	369.80	(276.53)	277.00
101-131-850.000	TELEPHONE	1,542.00	1,661.55	60.00	(119.55)	120.00
101-131-860.000	EDUCATION & SEMINARS	2,000.00	2,470.62	483.50	(470.62)	471.00
101-136-704.000	MAGISTRATE SALARY	46,260.00	53,952.02	1,923.08	(7,692.02)	7,693.00
101-136-801.000	MEMBERSHIPS AND SUBSCRIPTIONS	895.00	1,195.00	300.00	(300.00)	300.00
101-136-850.000	TELEPHONE	1,882.00	1,941.76	30.00	(59.76)	60.00
101-136-860.000	TRAVEL - PROBATION & ALL OTHERS	3,837.00	4,444.97	357.79	(607.97)	608.00
101-137-715.000	RECOVERY COURT EXPENSE	3,000.00	5,000.00	0.00	(2,000.00)	2,000.00

101-141-706.000	FINANCIAL OFFICER	30,071.00	33,868.77	905.80	(3,797.77)	3,798.00
101-148-706.004	CLERK - PARTTIME	0.00	1,035.20	517.60	(1,035.20)	1,036.00
101-148-813.000	STENO SERVICES & TRANSCRIPTS	500.00	653.30	653.30	(153.30)	154.00
101-191-706.000	ELECTION STAFFING	500.00	665.10	609.55	(165.10)	166.00
101-191-727.000	ELECTION SUPPLIES	12,000.00	12,542.69	9,866.02	(542.69)	543.00
101-215-705.000	CLERKS WAGES	61,116.00	75,125.72	4,230.81	(14,009.72)	14,010.00
101-215-706.004	OVERTIME	6,498.00	7,437.20	0.00	(939.20)	940.00
101-215-720.000	CLERK FRINGE	102,946.00	122,831.61	8,828.82	(19,885.61)	19,886.00
101-215-801.000	MEMBERSHIPS	500.00	560.00	60.00	(60.00)	60.00
101-215-860.000	TRAVEL	1,000.00	1,061.02	94.40	(61.02)	62.00
101-225-720.000	EQUAL FRINGE	44,073.00	49,456.02	2,892.83	(5,383.02)	5,384.00
101-229-706.001	OVERTIME	0.00	206.54	0.00	(206.54)	207.00
101-229-801.000	MEMBERSHIPS AND SUBSCRIPTIONS	3,630.00	4,230.00	600.00	(600.00)	600.00
101-229-801.001	CONTRACT SERVICES - GLADWIN CITY	3,500.00	4,500.00	500.00	(1,000.00)	1,000.00
101-229-933.000	EQUIPMENT MAINTENANCE	1,700.00	2,310.00	979.00	(610.00)	610.00
101-236-720.000	ROD FRINGE	46,517.00	52,903.41	2,786.63	(6,386.41)	6,387.00
101-253-706.001	PART TIME CLERK	6,038.00	9,043.01	809.17	(3,005.01)	3,006.00
101-253-720.000	TREAS FRINGE	73,628.00	84,223.51	4,570.10	(10,595.51)	10,596.00
101-253-727.004	REIMBURSED SUPPLIES	3,300.00	3,805.56	1,573.11	(505.56)	506.00
101-253-803.000	MICROFILMING	200.00	459.36	0.00	(259.36)	260.00
101-258-815.003	COMPUTER NETWORK INFRASTRUCTURE	18,161.00	29,666.48	11,506.40	(11,505.48)	11,506.00
101-265-720.000	B&G FRINGE	42,885.00	47,849.47	3,022.12	(4,964.47)	4,965.00
101-265-850.000	TELEPHONE	605.00	664.61	30.00	(59.61)	60.00
101-275-727.000	SUPPLIES AND PRINTING	70.00	132.55	76.49	(62.55)	63.00
101-296-983.001	COPY/PRINT CONTRACT	44,400.00	49,202.34	4,201.91	(4,802.34)	4,803.00
101-297-850.000	TELEPHONE EXPENSE	30,589.00	38,181.52	4,851.97	(7,592.52)	7,593.00
101-298-727.000	POSTAGE & SUPPLIES	45,062.00	45,081.88	20.80	(19.88)	20.00
101-301-706.004	OVERTIME	28,502.00	35,033.17	2,398.16	(6,531.17)	6,532.00
101-301-720.000	SHF FRINGE	358,944.00	378,328.00	24,776.84	(19,384.00)	19,384.00
101-301-727.000	SUPPLIES AND PRINTING	3,500.00	3,596.17	702.54	(96.17)	97.00
101-301-835.000	HEALTH SERVICES	600.00	632.95	64.00	(32.95)	33.00
101-301-932.000	VEHICLE REPAIR	12,146.00	13,260.91	884.53	(1,114.91)	1,115.00
101-301-983.000	COMPUTER REPAIR/MAINTENANCE	4,954.00	7,954.00	3,000.00	(3,000.00)	3,000.00
101-316-720.000	416 DEPUTY FRINGES	23,042.00	25,473.16	1,354.02	(2,431.16)	2,432.00



101-331-720.000	FRINGE	1,034.00	1,283.62	0.00	(249.62)	250.00
101-331-932.001	PATROL CRAFT GAS, OIL AND MAINTENANCE	1,404.00	1,650.56	247.00	(246.56)	247.00
101-333-727.000	SUPPLIES AND PRINTING	0.00	250.00	250.00	(250.00)	250.00
101-351-704.000	OVERTIME	57,789.00	70,866.84	3,428.31	(13,077.84)	13,078.00
101-351-706.004	PARTTIME CORRECTION OFFICERS	69,121.00	85,948.11	3,675.82	(16,827.11)	16,828.00
101-351-727.001	JAIL NURSE SUPPLIES	3,224.00	4,024.72	408.28	(800.72)	801.00
101-351-930.001	EQUIPMENT MAINTENANCE	13,500.00	14,165.57	1,493.25	(665.57)	666.00
101-355-720.000	INMT MEALS FRINGE	0.00	5,535.00	0.00	(5,535.00)	5,535.00
101-371-705.001	CLERKS (2)	44,940.00	45,090.89	1,175.30	(150.89)	151.00
101-371-727.000	SUPPLIES & PRINTING	681.00	693.65	37.70	(12.65)	13.00
101-371-850.000	TELEPHONE	1,090.00	1,149.40	30.00	(59.40)	60.00
101-371-932.000	VEHICLE REPAIR	2,151.00	2,181.01	30.63	(30.01)	31.00
101-410-706.004	CLERK	15,279.00	16,221.68	1,175.30	(942.68)	943.00
101-422-706.004	OVERTIME	44,734.00	57,434.69	1,205.89	(12,700.69)	12,701.00
101-422-720.000	911 FRINGE	228,514.00	252,588.00	14,750.34	(24,074.00)	24,074.00
101-422-850.000	TELEPHONE	1,997.00	2,056.38	30.00	(59.38)	60.00
101-426-804.000	TRAINING	0.00	419.60	419.60	(419.60)	420.00
101-426-850.000	TELEPHONE	1,787.00	1,907.87	91.56	(120.87)	121.00
101-430-703.000	AN. CONTROL OFF. SALARY	24,621.00	27,673.01	1,129.00	(3,052.01)	3,053.00
101-430-705.000	PART TIME CLERK	10,956.00	11,633.88	402.96	(677.88)	678.00
101-430-720.000	AN SHELTT FRINGE	11,147.00	12,601.85	115.94	(1,454.85)	1,455.00
101-430-930.000	BUILDING MAINTENANCE	700.00	804.98	184.98	(104.98)	105.00
101-648-835.000	AUTOPSIES	59,500.00	60,371.00	8,851.00	(871.00)	871.00
101-682-727.000	SUPPLIES AND PRINTING	1,557.00	1,592.88	35.91	(35.88)	36.00
101-682-801.000	MEMBERSHIPS	0.00	55.00	0.00	(55.00)	55.00
101-852-720.006	RETIRES PREMIUMS	116,899.00	145,310.80	15,187.44	(28,411.80)	28,412.00
101-891-969.000	CONTINGENT	(13,800.00)	0.00	0.00	(13,800.00)	13,800.00
101-900-981.301	SHERIFF VEHICLE REPLACEMENT	97,222.00	98,971.21	1,749.98	(1,749.21)	1,750.00
TOTAL EXPENDITURES		9,016,363.00	8,057,253.70	495,857.97	(269,195.79)	269,225.00
					101-891-969.000 from contingent	
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		9,016,363.00	8,104,791.37	218,384.46		911,571.63
TOTAL EXPENDITURES		9,016,363.00	8,057,253.70	495,857.97		959,109.30
NET OF REVENUES & EXPENDITURES		0.00	47,537.67	(277,473.51)		(47,537.67)