



Kyle Grove, District 1, (Sherman, Butman, Clement, Gladwin Twp.)
Ron Taylor, District 2, Vice-Chairperson (Sage and Gladwin City)
Kyle Diller District 3, (Bentley, Billings, Bourret, Grim & Secord)
Karen Moore, District 4, Chairperson (Buckeye, Hay & Tobacco)
Rick Grove, District 5, (Grout, Beaverton City, Beaverton)

Instructions for accessing remote hearings:

1. Go to: Gotomeeting.com
2. In the upper right, click "Join"
3. In the box asking for the meeting ID, type: 141 200 773 and click Join
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5. All parties will be muted upon entry and will stay muted until recognized by the Board Chair.

Board Agenda March 23, 2021 9:30 a.m.

Agenda and supporting attachments are subject to change.

Consent Agenda – All bolded items will be approved with the motion to approve the agenda.

- A. Call to Order by Chairperson
- B. Pledge of Allegiance
- C. Roll Call
- D. Corrections or Additions to the Consent Agenda
- E. Reading of Cash Balances
- F. Approval of the Board Minutes:**
 - March 9, 2021 Regular Board Meeting**
 - March 9, 2021 Executive Session Minutes**

G. Communications:

H. Finance Reports/Claims and Accounts General Fund

Based on discussion at the Committee of the Whole meeting; which immediately proceeded this meeting, each action will be handled by motion or tabled for additional research as needed.

1. Advance to General Fund from 210 EMS Fund
2. 911 Training for Dispatcher Tweed
3. 911 Training for Dispatcher Bondie

4. Car/Deer Accident Claim
5. Proposal for the replacement of a plotter printer for the Annex Building
6. Renewal of the Barracuda Network subscription

I. Committee Meetings

Committee of the Whole of March 9, 2021

Personnel Committee Minutes of March 11, 2021

County Facilities and Transportation Committee Minutes of March 18, 2021

DATA Minutes of March 19, 2021

J. Miscellaneous:

K. New Business:

Based on discussion at the Committee of the Whole meeting; which immediately proceeded this meeting, each action will be handled by motion or tabled for additional research as needed.

1. Michigan's Backyard survey and legal easements
2. Council on Aging Budget & Millage request
3. Housing Rehabilitation Program County Allocation
4. BS&A Online Proposal
5. Yearly Investment Report
6. FAA Form 5100-130, 134 Airport Improvement Program Certification
7. Bax FOIA Appeal dated March 10, 2021
8. Resolution to Declare a Local "State of Emergency"
9. Resolution to Reduce Annual Airport Contributions
10. Appointment of Attorney Stacy Hissong as the County's Drain Attorney
11. Delinquent Tax Borrowing Resolution
12. Bid Selection for Oil Change Services
13. Bid Selection for Shredding Services
14. Defined Benefit Plan Adoption Agreement, Division 13
15. Defines Benefit Plan Adoption Agreement, Division 21
16. MERS Addendum, All Divisions
17. Employment Agreement for Emergency Management Director
18. Jail/Courthouse Security Staffing
19. Veterans Affairs Committee Appointment

L. Chair Comments:

M. Board Member Comments/Report:

1. Kyle Grove, District 1: Township Meetings and Committee Meetings:
2. Ron Taylor, District 2: Township Meetings and Committee Meetings
3. Kyle Diller, District 3: Township Meetings and Committee Meetings:
4. Karen Moore, District 4: Township Meetings and Committee Meetings:
5. Rick Grove, District 5: Township Meetings and Committee Meetings:

N. Administration Reports

O. Public Comments

P. Receive and File

Library Statistics – February 2021
DHHS Appointment Letter – Winarski
Michigan Veterans Affairs 2021 Grant
MSU Extension 2020 Annual Report

Q. EXECUTIVE SESSION – POLC Command Grievance

R. Adjournment

Individuals with disabilities requiring auxiliary aids or service at the meeting should contact the Board of Commissioners' Office at (989) 426-4821



Gladwin County Board of Commissioners Board Minutes, March 9, 2021

The Gladwin County Board of Commissioners met for the regular board Meeting, on March 9, 2021. The meeting was called to order at 10:18 a.m. by Chairperson Karen Moore. The Pledge of Allegiance was said, roll was called, Commissioner Diller was excused, all other commissioners were present.

The Board reviewed the Consent Agenda –

Chairperson Moore noted additions to the agenda under Finance, items will be added for Veterans Affairs, and a FOIA appeal added under New Business. Motion made by Commissioner Ron Taylor to accept the agenda with changes, supported by Commissioner Kyle Grove, all in favor motion carried.

Cash balances were read by Commissioner Taylor. General Fund balance - \$177,933.36 before payment of bills.

Communications

Finance

- 1- Motion by Commissioner Taylor to allow the Transfer of funds from the 282 Wireless Training Fund to the General Fund in the amount of \$2734.64 to cover the expense of allowable 2020 trainings from 911. Supported by Commissioner Kyle Grove. Roll call vote, 4 – Y, motion carried.
- 2- Motion by Commissioner Taylor to allow the Treasurer to create line item # 101-000-699-682 to track Brouillard Funds reimbursed to the General Fund. Supported by Commissioner Rick Grove. Roll call vote, 4 – Y, motion carried.
- 3- Motion by Commissioner Taylor to allow the Interim Administrator to post budget amendments to the new revenue line item and expense line # 101-682-810-000 to track Bouillard Funds. Supported by Commissioner Rick Grove. Roll call vote, 4 – Y, motion carried.
- 4- Motion Commissioner Taylor to allow the Treasurer to transfer the entire Brouillard Fund balance to the Gladwin Community Foundation. Supported by Commissioner Kyle Grove. Roll call vote, 4 – Y, motion carried.

Committee Meetings (minutes approved with the approval of the Consent Agenda)

New Business

- 1- Motion by Commissioner Rick Grove to allow the Jail Administrator to sign the one-year contract for food services with Summit. Supported by Commissioner Ron Taylor. Roll call vote, 4 – Y, motion carried.
- 2- Motion by Commissioner Ron Taylor to allow District Court to continue to Employ Linda Hawkins as a part-time employee, up to 15 hrs. per week for up to an additional 30 days, pending a review after 30 days or courts transition out of phase three. Supported by Commissioner Rick Grove. Additional discussion by Chairperson Moore. Roll call vote, 4 – Y, motion carried.
- 3- Motion by Commissioner Ron Taylor to allow the Deputy Drain Commissioner to work an additional 7 hrs. per week on Mondays through May 28, 2021, not to include any modification to hourly wage or fringe benefits. Supported by Commissioner Rick Grove. Additional discussion by Chairperson Karen Moore. Roll call vote, 4 – Y, motion carried.

- 4- Motion by Commissioner Ron Taylor, in response to the Appeal of a Freedom of Information Act Request, to issue a written notice to the requesting party to uphold the disclosure-denial. Additional Comments by Commissioner Taylor. Roll call vote, 3 – Y, Chairperson Moore abstained from the vote, motion carried.

Chairperson Comments

Chairperson Moore spoke to address:

- Reiterated her previous comment to send us documentation of anything you want us to see or review.

Board Comments

Commissioner Kyle Grove, District 1 –

- Did not attend the Sherman Township Zoom meeting
- Gladwin Township meeting was rescheduled
- Attended two personnel meetings, and the Sport Complex meeting.

Commissioner Ron Taylor, District 2 –

- Attended the Health Department meeting on the 24th. They are lowering the age restriction for residents wishing to receive their COVID vaccines. 3198 shots issued so far, 57% of people < 75yrs and 48% of people age 65-74 yrs have been vaccinated.
- Attended a meeting with the Drain Commissioners Attorney on the 26th.
- March 4th met with the Wiggins Lake Authority Board. That dam project is about 99% done. Mike Wright has been working with Michigan Municipal Risk Management Authority, it appears their will be a payment issued of that claim in the amount \$97,000 - \$1000 deductible. That money will be issued to the county and transferred to the dam's Maintenance Fund.

Commissioner Moore, District 4 –

- Discussion continues on the need for Broadband Access.
- Four Lakes Task Force had a meeting to Discuss Sanford Lake on the 25th, and the Special Assessment District Board meeting on the 2nd.
- Attending meetings at a State Level through the Michigan Association of Counties and the Governors webinars. The Dam Safety Task Force Recommendation is out; Chairperson Moore is working to get Gladwin's voice out there.
- Legislative Breakfast is Friday March 12th at 8am, Senator Stamas will be speaking.

Commissioner Rick Grove, District 5 –

- Beaverton Township meeting last night, they now have internet at the hall. Putting in new carpet; discussion of the property that used to be the old dump and trash pickup.

Administrators Report – Motion made by Chairperson Moore to go into closed /executive session to discuss Union negotiations. Supported by Commissioner Kyle Grove. Roll Call vote, 4 -y, motion carried at 10:54 a.m.

Commissioner Ron Taylor made a motion to go back into open session, supported by Commissioner Kyle Grove. Roll Call vote, 4-y, motion carried at 11:25 a.m.

Commissioner Rick Grove made a motion to Table the grievance proposal review of POLC Command, supported by Commissioner Ron Taylor. Roll Call Vote, 4 -y, motion carried.

Commissioner Kyle Grove left the meeting at this time.

Public Comment -

Public comment was conducted via phone call to the conference room due to technical difficulties.

- Kelly Bax, Coleman MI discussed an email she had written to Gladwin and Midland County Commissioners and the response she received. She thanked V.A. Director Ken Roberts and Commissioner Ron Taylor for the work they do with our Veterans, and thanked Chairperson Karen Moore for her comments regarding the State looking for additional funds.
- Chris Waugh, of Gladwin MI stated her concerns on employees being paid out for unused vacation hours.
- Karen LaCroix, of Smallwood Lake shared questions around the Special Assessment coming up in September.
- Diana Mella of Gladwin Township asked that the county post open committee spots for public information.

No other public comment.

Motion to adjourn by Commissioner Rick Grove, supported by Commissioner Ron Taylor at 11:52 a.m.

Karrie Hulme, County Clerk

Karen Moore, Chairperson

Posted 03/16/21



The Gladwin County Board of Commissioners met for the Committee of the Whole Meeting, on March 9, 2021. Chairperson Karen Moore called the meeting to order at 9:00 a.m. The Pledge of Allegiance was said. Roll was taken, Commissioner Diller was excused, all other commissioners were present.

Public Comment

_Wes Nakagiri, Livingston County Board of Commissioners – shared his concerns on vaccine distribution in the State.

_Kelly Bax, Coleman MI – shared an email that she had sent to Gladwin and Midland counties, and the response received from Jeannette Snyder. Kelly stated her concerns over the lack of responses.

_Joel Vernier, Gladwin MI – voiced his support of the Four Lakes Task Force and their \$200 request from residents of the Special Assessment District to help support their ability to work through the ice buildup and future monitoring and operations of the dams.

_Diana Mella, Gladwin Township – Discussed her thoughts on the Jails food service contract with CBM and asked about flexibility on the number of meals prepared. She stated she would like to see local vendors researched for this service.

_Chris Waugh, Gladwin MI – Asked if the Interim Administrator could explain Indirect Costs to the public.

No other comments

City Administrator Report – none

County Affairs

1. Summit/CBM Food Services – Discussion was had on the need to meet requirements of State and Federal agencies. An explanation was given of the current services; local vendors were looked into about three years ago and Summit is still the better choice.
2. Brouillard Fund – Discussion on the pros and cons of the utilizing the Gladwin Community Foundation as previously discussed. Director Roberts would like to look at new options for moving forward and asked if the Soldier Sailor Relief fund was an option for disbursing funds in a timelier manner. Discussion was had by the Interim Administrator, Director Roberts and Treasurer VanTiem about using the VA's Fall Through the Cracks Fund as the pass-through account (due to/due from) after establishing a revenue line item for these donated funds.

County Facilities and Transportation - none

Data –

511 Council – none

Gladwin Parks and Recreation – none

Insurance – none

Memorial Restoration - none

MERS - none

Public Safety –

1. Gladwin County Sheriff's Department Mutual Police Assistance Agreement – Sheriff Shea discussed the agreement between the cities of Gladwin and Beaverton to provide assistance to one another. Requesting a renewal of this contract.

Personnel

1. Renewal of part-time contract for Linda Hawkins – Judge Farrell spoke of limitations on staff and public attendance in court due to COVID, and that impact on the current operating procedures of district court. Discussion was had on the current agreement costs, what the transition may look like resulting from COVID Level changes, and how that might impact the agreement.
2. Adjustment to the Drain Office Working Hours – Drain Commissioner Walters explained the need to temporarily add seven hours to the Deputy Drain Commissioners schedule on days they are not open to the public in efforts to “clean up the books”. Discussion was had about current hours being worked, and Commissioner Taylor voiced his support.
3. Update to the County Administrator Position – Chairperson Moore stated where the position has been posted and that the timeline for applications ends the end of March. Discussion was had on forming a committee of Department Heads to review resumes, whether and who would be voting during the hiring process, and the point system that would be used for hiring. It was stated that the interview process will be open to the public.

Finance

1. Indirect Costs, Interim Administrator Maveal gave an explanation on Maximus and their role in tracking and accessing line items for millage funds to determine indirect costs associated with each department. Indirect Costs vary and are determined by a department's annual transaction history. Treasurer VanTiem - stated that there had been \$97,446.14 in indirect costs billed and paid in 2021.
2. 911 Wireless Training Fund – Interim Administrator Maveal – discussion on tracked 911 expenses that are paid through general funds and reimbursed through State Funds, line items 282-000-804.001

Report from Civil Attorney – An answer on the AmeriHemp zoning case has been filed, Attorney Hoerauf will speak with their attorney about moving forward. She has the Sheriff Dept.'s Command agreement almost complete and is in the process of drafting the MERS agreement.

No additional discussion. Meeting closed at 10:17 a.m.

Karrie Hulme, County Clerk

Karen Moore, Chairperson

Posted 03/16/21

Personnel Committee Minutes

March 11, 2021

1:05 p.m.

Present: Commissioner Moore, Commissioner Kyle Grove, Attorney Jaynie Hoerauf, and Interim Administrator Maveal

Discussion on POLC Command Grievance #21-07 and ways to resolve the pending financial concerns.

Attorney Hoerauf will speak to Union Representative Telling on the findings of the committee and schedule a meeting between the union, committee and mediator if needed.

Meeting adjourned at 2:20 p.m.

County Facilities and Transportation Committee
March 18, 2021
1:00 p.m.

Present: Commissioner Kyle Grove
Commissioner Rick Grove
Interim Administrator Maveal
Rick Ghent, Maintenance

The bids for the Oil Change services were reviewed from Performance Plus and Maverick Ford. Both service centers offered discounts on services that were comparable. Performance Plus – \$35.99/service and Maverick Ford - \$42.00 or \$84.00/service. The committee will make their recommendation on these service quotes at the March 23, 2021 Board meeting.

The bids for the Shredding project were then reviewed. Shred Experts - \$2.90/box with no removal fee on the storage boxes. West Michigan Shredding - \$5.20/box with a \$0.85/storage box removal fee. The committee will make their recommendation for this service at the March 23, 2021 Board meeting.

Rick Ghent, Maintenance Supervisor, spoke on several projects that need consideration:

1. Glass replacement at the Sheriff's Department. Discussion on preparing a RPF for the sealed bid application for these services. This matter will be tabled until the committee can meet with the Sheriff on Jail renovation options.
2. The front steps of the Courthouse need to be removed and landscape grading done to prevent further water damage caused by runoff into the basement. The Interim Administrator will draft a document for a Formal Bidding process for three projects: Demolition of the stairs and concrete areas, Landscaping services for grading the ground to allow for waterflow away from the Courthouse and the repair of the window boxes for the basement windows. A Competitive Sealed Bid will need to be drafted by RFP for the installation of a new set of front steps.
3. James Maveal, Animal Shelter Supervisor, is requesting pricing on a new roof. After discussion, the Interim Administrator will attend the next meeting to review their millage funding and long-term planning.

Mr. Ghent informed the Board that there will be training held on April 1-2, 2021 for the BMS system. IT Right, Bonham and the Maintenance Staff have been invited to attend.

Clare County has gifted a metal detector for Gladwin County's use. Mr. Ghent will work with the Board on adopting a policy for use.

Meeting adjourned at 2:04 p.m.

Prepared by: Laura Brandon-Maveal

DATA Committee Minutes

March 19, 2021

11:12 a.m.

Commissioner Kyle Grove - present

Commissioner Kyle Diller - excused

Tom Conway, IT Right, provided an update on the eight (8) new computers that were replaced this week in several offices. The computer in the Jail would require final installation by the supporting vendor that handles their software.

Discussion with MOS Representatives on the porting of fax lines from AT&T to XMedius. A script has been given to IT Right to allow for the installation of users once the conversion is complete. Training will follow for all employees on the eFax options soon.

The committee reviewed the correspondence from Stearns on their research of issues using the county email links on the website. Ms. Stearns stated she could find no errors on her end after running several tests. The committee also tested the website links and found no issues.

Dan Rahrig, MOS, provided a quote on a lease for a new plotter printer for the Annex Building. The monthly cost for a 60-month lease is \$153.16 and includes maintenance support. Mr. Rahrig will have the lease drafted for the Board to review and sign at their meeting on March 23, 2021.

Tom Conway, IT Right, spoke on the security features for the county's network and the benefits they can provide to stay ahead of the measures set by MSP, FBI and the Center for Internet Security.

Mr. Conway provided renewal pricing on the Barracuda License. A one-year contract was suggested in the amount of \$605.16, as the county will be able to run these same services through Office 365 program before the end of this contract. Office 365 is scheduled for full implementation no later than the beginning of 2022.

Discussion on the use of a two-factor authentication for email servers vs. using the "Office 365 Cloud" services. This matter will be tabled until the XMedius project is finalized.

Meeting adjourned at 11:35 a.m.



Gladwin County Board of Commissioners

Office of the County Administrator
401 West Cedar Avenue Gladwin, Michigan 48624
(989) 426-4821 Fax (989) 426-4281
commissioners@gladwincounty-mi.gov

March 18, 2021

Mr. Thomas Winarski
201 Grout Street
Gladwin, MI 48624

Dear Mr. Winarski,

This letter is to confirm your appointment to Department of Health and Humans Service (DHHS) Board. This action was taken at the regular scheduled Board of Commissioners meeting in January, but found that I had provided an incorrect term expiration for you. The term for your appointment expires on October 31st, 2023.

Congratulation on your re-appointment. If you require anything further, or have questions, please feel free to contact me at the number listed above.

Respectfully,

Laura Brandon-Maveal
Gladwin County Interim Administrator

Cc: Brian Millikin, Director of the Department of Health and Human Services

Michigan Veterans Affairs Agency
County Veteran Service Fund Grant
Change Notice #1
Project / Budget Amendment

Grant No:
21*0091

Project Director:
Ken Roberts

Grantee:
Gladwin County

Email Address:
vadirector@gladwinCounty-mi.gov

Budget Period
FY21

SIGMA Vendor Code
CV0047911

This form is required for requesting any changes to grant activities that differ from those outlined in the signed grant agreement. Activities include, but are not limited to, focus areas, budget items, staffing, etc. Activities that differ from those stated in the signed agreement will not be covered under the grant agreement until the change form has been submitted, signed, and returned to the Grantee by the Michigan Veterans Affairs Agency Program Manager.

Complete all questions below as thoroughly as possible. If necessary, submit any documentation that may support your change request. If additional space is needed attach a Word Document.

1. Describe, in detail, the area of your grant agreement you are requesting to change.

This amendment is to add the purchase of wood pellets to our list of assistance available within our Veteran Assistance program funded by the CVSF Grant.

2. Provide an updated budget for your request(s).

Project Name
\$0 reduction only to expand assistance list

Project Name
\$0 increase only to expand assistance list - purchase of

Ken Roberts  3/17/2021
 Project Director Printed Name and Signature (Grantee) Date

Ronald Taylor
 Authorizing Official Printed Name and Signature (Grantee) Date

Robert W. Price
 MVAA Program Manager Printed Name and Signature Date

Christine Apostol
 Chief Financial Officer, Department of Military and Veterans Affairs Date