



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

Board Agenda July 27, 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:**
 - July 13, 2021 Regular Board Meeting**
 - July 20, 2021 Special Board Meeting**

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. Transfer of ARPA Funds to General Fund 2019-20 baseline
2. Network Connectivity Project, Animal Control
3. Laura Maveal request for payment of unused time and benefits
4. Request for continued employment for Linda Hawkins
5. Approval of the 2022 Michigan Indigent Defense Commission Grant Award
6. Advance funding from the 516 Unallocated Fund to General Fund
7. Establish Animal Shelter Project Fund with Gladwin County Community Foundation

I. Committee Meetings

Committee of the Whole of July 13, 2021
DATA Committee of July 16, 2021
Finance Committee of July 19, 2021
Personnel Committee of July 20, 2021
Personnel Committee of July 21, 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. Approval of Gypsy Moth millage language
2. Part-time seasonal Gypsy Moth staff
3. Letter of Understanding UAW Local 1974, Unit 7
4. Interim Administrator Contract
5. Selection of a County Administrator Candidate
6. County Administrator Employment Contract
7. Labor Negotiations – Deputy Contract

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. Michael Szuch, 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

DHHS Expense Summary – July 2021

Q. Adjournment

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



The Gladwin County Board of Commissioners met for a regular Board Meeting, on July 13, 2021. The meeting was called to order at 10:15 a.m. by Chairperson Karen Moore. The Pledge of Allegiance was said, roll was called, all commissioners were present.

The Board reviewed the Consent Agenda –

The Board reviewed the consent agenda were noted under New Business. Motion made by Commissioner Taylor to accept the agenda with changes, seconded by Commissioner K. Grove, all in favor motion carried.

Cash balances were read by Commissioner Taylor. General Fund balance \$13,183.53.

Communications

Finance

- 1 - Commissioner Taylor made a motion to allow the Chairperson to sign the Agreement Option B for Professional Planning and Zoning Services with Building Place in the amount of \$17850.00; to be paid from line item 101-400-802.000, Contractual Services. Seconded by Commissioner K. Grove; all in favor, motion carried.
- 2 - Commissioner Taylor made a motion to allow the Interim Administrator to amend the budget as presented for the 2nd quarter. Seconded by Commissioner K. Grove; all in favor, motion carried.
- 3 - Commissioner K. Grove made a motion to allow the Interim Administrator to disburse \$30,000 to MERS to be applied to the underfunded category in Division #2602/21; to be paid from line item 101-861-7200.000, Employee Retirement. Seconded by Commissioner Taylor; all in favor, motion carried.
- 4 – Commissioner Taylor made a motion to allow Ken Roberts to attend the MACVO Fall Conference on Sept 23-24, 2021, in Muskegon, MI. Cost of \$455 to include registration, lodging and travel expenses will be paid from line item 101-682-860.000, Travel and Training. Costs are reimbursable through the MVAA Training Program upon approval. Seconded by Commissioner R. Grove; all in favor, motion carried.
- 5 – Commissioner Szuch made a motion to allow the Chairperson to sign the 2021/22 DHHS Child Support Grant. Seconded by Commissioner Taylor; all in favor, motion carried.

Committee Meetings were approved with the approval of the Agenda.

New Business

- 1 – Chairperson Moore made a motion to approve the Adult Use Marijuana Ordinance language as drafted unless a public hearing is needed. Seconded by Commissioner K. Grove; Further discussion was had on zoning enforcement. Roll call vote, 5 – y, 0 - n, motion carried.
- 2 - Commissioner Taylor made a motion to adopt a Resolution Regarding the American Rescue Plan Act as drafted & presented Seconded by Commissioner K. Grove; all in favor, motion carried. Roll Call Vote, 5 -y, 0-n, motion carried.

3 - Commissioner Szuch made a motion to discuss Gypsy Moth Control. Seconded by Commissioner K. Grove; all in favor, motion carried. Further discussion was had on the cost associated with spraying the entire county and ballot language and the process for collecting a millage.

4 - Commissioner K. Grove made a motion to appoint Jason Clark of General Agency as the County's sole Agent of Record for the following health care plans: Employee BCBS Vision, Dental, STD/LTD and Life Insurance Plans, Retiree BCBS Vision, BCBS Medical, BCN Medicare Advantage, and Seniors Choice Plans. Seconded by Commissioner Taylor. Additional conversation was had to review this process. All in favor, motion carried.

5 - Commissioner K. Grove made a motion to allow the Personnel Committee to sign the authorized Letter of Understanding with GELC Corrections and Corrections Command Groups as drafted in response to the PTO Correction Officer Staffing issues. Seconded by Commissioner Taylor; all in favor, motion carried.

Contract language for the Interim Administrator Position will move to personnel for further discussion, no action is required today.

6 – Chairperson Moore recognized a letter received from Interim Administrator Maveal resigning as Interim Administrator and withdrawing her application for the County Administrator Position.

Motion was made by Commissioner K. Grove to extend second interviews to two candidates. Seconded by Chairperson Moore. Further discussion was had on setting a timeline for an offer of employment.

Commissioner K. Grove amended his motion to say by the next meeting. Commissioner Moore seconded the amended. Further discussion was had to set a date for the next meeting on July 20, 9:00 am.

Commissioner K. Grove amended his motion to include the date and time, Commissioner Moore seconded the amended final motion to read:

Motion to extend an offer of second interviews for County Administrator to two individuals, interviews to be held on July 20, 2021 starting at 9:00 a.m. Roll call vote, 5- y 0 – n, motion carried.

7- Discussion was had on preferences for second interviews. Motion by Commissioner Taylor to offer second interviews Mark Justin and Joel Johnson, seconded by Commissioner Szuch. Roll Call vote, 4 – y, 1- n by Commissioner R. Grove, motion carried.

8 - Commissioner Taylor made a motion to allow Chairperson Moore to sign the performance resolution as presented. Seconded by Commissioner K. Grove; Roll call vote, 5-y, 0-n, motion carried.

Chairperson Comments - none

Board Comments

Commissioner Kyle Grove, District 1 –

- Township meetings start tonight

Commissioner Ron Taylor, District 2 –

- COW and Board meeting on the 22nd, interviews on the 28th and the 30th
- 30th was the Health Board meeting, presented the annual budget. Gladwin's' total is about \$6000.
- Airport Meeting on the 8th. Jet fuel sales are very successful; will be leasing a new tractor.

Commissioner Michael Szuch, District 3 –

- Township meetings last night and two today.

Commissioner Moore, District 4 –

- Council of Local Government had a great discussion on “Beautification”. The Rotary has committed to assisting residents in need with this process.
- Discussion on Labor Unit Negotiations
- The Gypsy Moth issue has been a conversations with experts, & the board will continue the discussion.
- Wixom Lake Social is doing a lot of positive things for our lakes. Tentative gathering today at 5:00, to continue cutting tree stumps, pending the rain. Continued July 24th. July 18th they will be having an Ice Cream Social.
- July 18th is a .5k run to raise money for the bike/walk path. Starts at City Hall and ends at the River Walk.

Commissioner Rick Grove, District 5 –

- Beaverton Township discussed blight last night. Conversation on roads was also had.
- The drain commission is funded with tax dollars, released by the county. FLTF does not operate with tax dollars, we do not right their checks. I've never been a fan, but if we didn't have them, we would be in a lot of trouble, I think.

Administrators Report -

Public Comment -

_ Joel Vernier, Secord Township Supervisor, recognized Commissioner Szuch for his great work taking over as Commissioner of District 3, thanked Laura Brandon Maveal for all of her years of service and wished her the best. Council on Local Government and Gladwin County Leadership Program updates were given. Knights of Columbus had their first sit down dinner last night, the next benefit dinner will be to support the Imagination Library the second Friday of next month. Comments on FLTF and the special assessment districts.

_ Bob Huntoon, Wixom Lake discussed his concerns with the lakes, and stated he would like to see if the county would be willing to pay a millage to help get our lakes back. Would like to see some of our commissioners at the next Wixom Lake Improvement Board meeting

_ Steve Waugh, Gladwin City commented that Commissioner K. Grove has a quiet voice. Asked if it's possible to have a microphone for him.

_ Kelly Bax, Coleman MI discussed her views of the law on Public Comment during an Open Meeting. Commented on the support of Four Lakes Task Force (FLTF) by the Board and her position on how she believes tax dollars are used.

_ Chris Waugh, Gladwin City asked about clarification on the Contract with the General Agency, and that the board verify that costs are competitive. She also shared she felt offended by comments that “a group of people wanted Mis Maveal out”. Additionally, shared her views on the people electing a new County Clerk, and the County hiring the former Clerk as Interim Administrator. Additional conversation on considering the vote of the people.

_ Tony Bax of Beaverton shared Senate Bill 469 and voiced his concerns over the verbiage “...the Four Lakes Task Force is the Delegated Authority for dam improvements and repairs to the four lakes dams...”, and suggested suspending or amending Resolution 2018-034.

_ Endre Sefcsik, appreciates comments of transparency with FLTF, but if any of the FLTF members were involved in the cause of dam breeches the board should hold them accountable. Stated his view on the involvement of the US Army Core to engineer the dams.

_ Commissiner Rick Grove stated that FLTF hires people with experience in building dams and discussed potential issues with a millage for funding lake improvements. Also commented on having Miss Maveal step into the role of Interim Administrator.

_ Steve Waugh commented that the Army Core will take as long as they need to do a task properly.

No other public comment.

A motion was made by Commissioner R. Grove to adjourn, seconded by Commissioner Taylor. All in favor, meeting adjourned at 11:45 a.m.

Karrie Hulme, County Clerk

Karen Moore, Chairperson



The Gladwin County Board of Commissioners met for a special Board Meeting, on July 20, 2021. The meeting was called to order at 9:00 a.m. by Chairperson Karen Moore. The Pledge of Allegiance was said, roll was called; Commissioner Szuch was running Late, all other commissioners were present.

The Board reviewed the Consent Agenda –

The Board reviewed the consent agenda; a motion made by Commissioner Taylor to accept the agenda with changes/ as written, seconded by Commissioner K.Grove, all in favor motion carried.

Cash balances

Communications

Finance

Committee Meetings

New Business

1 – Second Interviews for County Administrator

Answers are summaries and are not verbatim.

(a) Mark Justin, 9:00 a.m.

- 1 Tell me about yourself and why you'll make a good finance manager.
Educated in Accounting & Finance; experienced in Corporate Finance. Government accounting is different than the public sector, but I have managed people, budgets, and clients, with 35 years of experience in finance.
- 2 What is your understanding of a finance manager role and are you ready for the challenge?
It is critically important to be careful with management and spending of funds. Transparent and fiscal responsibility is our jobs.
- 3 Tell me about your ability to work under pressure?
The higher the pressure the more calming influence I can be, you have to be collaborative and work through the task.
- 4 What is your financial management experience?
Community boards like the city housing commission in high school, in addition to previously stated experience.
- 5 What do you believe are some major challenges in financial management that local governments have going ahead? How are you prepared to address those?
Proving services that constituents find important, creative problem solving around the dam projects, transparency, and communication; listen to people and allow them to have an active voice.
- 6 When making a decision that has a wide impact across different parts of our organization, what factors would you consider?
Everything that could have an impact, work from the bottom up, listen to input & make recommendations.

- 7 Describe a situation where you needed to use data to prove a point.
That has been constant, in packaging using syndicated data, Investing & building portfolios is always data driven
- 8 Detail is critical in our industry; what do you feel makes you a detail-oriented person and why?
A natural curiosity is most critical, you can't assume, Ask a lot of questions, and work to understand.
- 9 Which accounting specific software are you familiar with?
I've used early 90's software, then later corporate software's like SAP, Kronos, Quicken & Quick books,
- 10 What steps do you take to ensure an optimal budget?
Bottom-up Building, forecasting, gathering input, task assignment, data gathering and comparisons. As well as budget meetings and planning,
- 11 What processes would you put in place to ensure the accuracy of accounts?
Bottom-up budgeting, accountability starting at the lowest levels, communication and collaboration are important.
- 12 What kind of financial report does upper management need and why?
Are revenues coming in on schedule, and if not why? Spending within the budget and having contingencies.
- 13 What methods/metrics do you use to evaluate the organization's process?
Simple tracking, where are we at and where we are supposed to be? Anticipate things coming up and making adjustments.
- 14 Is a cash flow statement enough to tell whether a company is doing well?
Absolutely not. Good to see if day to day needs being met, but not for projection.
- 15 What's your experience with benchmark in studies?
Everything I've done has compared to some type of benchmark. The only way to know how you are truly doing is to have something to measure against. Marketing, salaries, etc.
- 16 How would you help staff change from a "this is how it's always done" approach to new processes you implement?
Not a good way to start a conversation. I believe in the power of creative thinking. No real progress can be made if you are always accepting the status quo.
- 17 Tell me about a time when your knowledge of financial regulations benefited your company.
In my currently role, under SDC & other regulatory agencies, knowledge and experience in regulatory control
- 18 Have you reviewed Gladwin County's current budget? Do you see areas of success or concern?
Law enforcement eats up a lot of the budget, a few deficits in a couple of funds are concerning, I'm interested to know how the budget has been overspent, and why. Positives are the services provided to our community; appropriation happens smoothly.

Commissioner Szuch joined the meeting at 9:27

- 19 Walk us through the budget process beginning to end.
Start mid-year, look at performance and anticipate next years needs, meet with departments, assign tasks. Toward the fall compile information to present to the board. Build on what contingencies you can to account for unforeseen expenses. A series of planning, scheduling, and collaboration.

Commissioner Moore asked how much knowledge do you have on America Rescue Plan Funds.

Not much. I know there are funds available but would have to gain that knowledge.

Commissioner R. Grove asked are you up for the challenge of long hours, especially at first.

Yes, of course. Live locally, plan to be involved in local meetings. Currently work close to 70 hours and look forward to being involved.

Commissioner Moore asked if there "are other things you would like us to know?"

My concern coming in is that there are so many nuances to county budget that you don't know until you've lived it. Things that are familiar to you are not to me, but I've always had a strong ability to learn quickly.

Commissioner K. Grove asked to share the county's current accounting software with Mr. Justin. Discussion was had about BS&A.

Mr. Justin asked if there was an individual specifically in charge of accounting. Chairperson Moore and Interim admi Maveal shared that process.

Mr. Justin asked what the current budget process is, Chairperson Moore and Commissioner Taylor shared that process.

(b) Jole Johnson, 10:00 a.m.

1 Tell me about yourself and why you'll make a good finance manager?

I have a lot of business experience as well as experience in various levels of government. I've worked with our community college and the Great Lakes Community Alliance, and I have a good eye for detail. I helped bring MI out of a deficit and balance the budget. I am committed to Gladwin County, I've been at Johnson elevator for ...years, 3 terms at the state, you can count on me being involved active and committed to Gladwin County

2 What is your understanding of a finance manager role and are you ready for the challenge?

I don't make the decision on budget or expenditures but am in the position to ask the hard questions. Have a few concerns over the budget, and can bring to you some alternatives rather than reducing the fund balance

3 Tell me about your ability to work under pressure?

Not a problem there. I have had a lot of opportunity to do that working in legislature, many decisions have been made under pressure. It is important to listen and take all opinions into account. Working under the USDA, many programs were on a timeline for execution, and we were able to get that done,

4 What is your financial management experience?

In addition to forming and fulfilling a budget for a business, I've had private sector training in financial analysis & budgeting as well as workshops and training at a Legislative level. Working to make sure we stayed within a budget & from the right pot of money.

5 What do you believe are some major challenges in financial management that local governments have going ahead? How are you prepared to address those?

Balance in necessary; services, needed upgrades, improvements and maintenance. Being prepared for unexpected challenges and new requirements. Looking for

financial resources and balancing revenues and expenditures. Be aware of financial opportunities and programs available to the county.

- 6 When making a decision that has a wide impact across different parts of our organization, what factors would you consider?
The administrator should be strongly involved in all of the departments, positives and the negatives. Work with them on planning, and move forward with the best programs from there
- 7 Describe a situation you needed to use data to prove a point.
That is often the case. One of the times I used data at the USDA was in justifying where we used our sealing allotments. There were very strict guidelines on the number of people we could hire under two types of employees. We used Data from a Tableau program to look at each categories responsibilities and progress to make these decisions.
- 8 Detail is critical in our industry; what do you feel makes you a detail-oriented person and why?
I agree it is important, & I have the ability and natural instinct to do that. I went through the budget and came up with questions, comments, and suggestions on it. Things add up, and it's important to make sure spending and revenues are both on the right trajectory.
- 9 Which accounting specific software are you familiar with?
I've used whatever came my way.
- 10 What steps do you take to ensure an optimal budget?
Be realistic. Ask each department for their budgets and go through them together.
- 11 What processes would you put in place to ensure the accuracy of accounts?
Make sure that we get numbers from each department, from the clerk, opportunity for internal audits on a regular basis.
- 12 What kind of financial report does upper management need and why?
I would want to see the details and assume you will want to see the same thing. We need summaries, but also need the detail to analyze.
- 13 What methods/metrics do you use to evaluate the organization's process?
Compare to other years, are we within our budget, is our fund balance growing?
Look at our pensions, etc. I always say surprises are for Christmas and Birthdays, not for Government.
- 14 Is a cash flow statement enough to tell whether a company is doing well?
No, you can tell how they are operating but you can't tell where the assets and liabilities are at. Balance sheets are essential.
- 15 What's your experience with benchmark in studies?
I have used them a lot; It really does help. You can see similarities and compare where you are at.
- 16 How would you help staff change from a "this is how it's always done" approach to new processes you implement?
I haven't had a big problem with that. It takes a little while to adapt, but if you continue with the expectation that this is how we do it now and why, you'll have a pretty good response
- 17 Tell me about a time when your knowledge of financial regulations benefited your company.
There are many times that they have been a benefit. Looking at FSA, we had things come forward where other States were not going in the right direction, and I was able to use regulations to show this was illegal and we could not do it.

18 Have you reviewed Gladwin County's current budget? Do you see areas of success or concern?

Yes, I see both. One thing I can say is we did have some serious disasters, but the emergency management budget was kept in line. Many situations I thought were handled well, reduced expense for example. The big problem was over capitol improvements, I assume this was a timely issue, but I would have liked to have presented you with options.

19 Walk us through the budget process beginning to end.

Ask department heads for there projections, assist and review those budgets. Work on this early so we can be timely, work with the clerk to make sure she is in agreement. Compile the information, evaluate it for adjustments and present it to the board.

Commissioner Moore asked how much knowledge do you have on America Rescue Plan Funds.

I know a fair amount. One of the first things is to know the Commissions priorities. And to know where the money can be spent. Work with the Commission to ration a match fund for local governments. Infrastructure in water, sewer and broadband would be areas to focus on.

Commissioner R. Grove asked are you up for the challenge of long hours, especially at first.

Even though my jobs with legislature were limited, I am looking forward to an opportunity to not have an expiration date from the time I start. I am able and willing to move to Gladwin County for this opportunity, I enjoy Gladwin County and look forward to the different meetings and community activities. This provides accessibility to residents of the county if they wish to talk with me.

Commissioner Moore asked if there "are other things you would like us to know?"

I do want to reiterate this is a long-term commitment for me. I want to do a good job and would like the opportunity to work with you.

Commissioner Moore asked about Mr. Johnsons' budget concerns.

I have 12 budget concerns. Top two are the large expenditure in capitol improvement, & our Probate Childcare Expenses very greatly from past years; I would like to know how Probate Court plans to keep them down.

Discussion was had on capitol improvements expense.

Further conversation was had about a timeline for the Board to make a decision.

Chairperson Comments

Chairperson Moore noted she would like to join the fair board, and Commissioner R. Grove had agreed. Though he enjoys the fair board, he is very busy and is willing to allow Chairperson Moore to join the board in his stead. Commissioner R. Grove & K. Grove both noted they had attended the fair and had positive reviews.

Board Comments

Commissioner Kyle Grove, District 1 – none

Commissioner Ron Taylor, District 2 – none

Commissioner Michael Szuch, District 3 – none

- Asked about the status of a wage plan and performance & evaluation standards. Also, asked if we would be moving forward on the overall structure of the County Administrator. Chairperson Moore said the plan is to have the standards available at the next meeting, and that she had met with MSU Extension and had a discussion with the recent Osceola County Administrator. She is interested in being a consultant for our county going forward. Osceola County is very similar to ours in the current situation we are facing hiring a County Administrator. Further discussion was had on what that would look like.

Commissioner Moore, District 4 – none

Commissioner Rick Grove, District 5 – none

Attorney Report -

Essentially settled the AmeriHemp lawsuit; drafted an consent order for the board to decide on.

Motion made by Commissioner Taylor to allow Attorney Hoerauf to settle the pending litigation with AmeriHemp. Seconded by Commissioner R. Grove. All in favor, motion carried.

Public Comment - none

A motion was made by Commissioner R. Grove to adjourn, seconded by Commissioner Szuch. All in favor, meeting adjourned at 11:03 a.m.

Karrie Hulme, County Clerk

Karen Moore, Chairperson



**Gladwin County Board of Commissioners
COW Minutes, July 13, 2021**

The Gladwin County Board of Commissioners met for the Committee of the Whole Meeting, on July 13, 2021. Chairperson Karen Moore called the meeting to order at 9:00 a.m. The Pledge of Allegiance was said. All commissioners were present.

Public Comment

_ Dianna Mella, Gladwin Township commented on the severance pay for the County Administrator.

_ Terry Schmunk commented on gypsy moth damage in his area and noted the amount of sightings he's had this season. Asked who's in charge of the Gypsy Moth Program, if there is one.

_ Endre Sefcsik, Hay township ask if the board had heard the reports from Mueller on Ch. 12 News. He is asking for a commitment from the board that the people responsible for dam failures will be held accountable. Commented on some FaceBook videos being posted, and asked for an explanation on walls being poured at the dams. Additional Mr. Sefcsik asked about project management and posting dam project information for public awareness.

_ Kelly Bax, stated that there is a lot of confusion surrounding who actually own the dams; she read, in part, an email communication with EGLE, discussed her communication with elected officials and stated her views on Four Lakes Task Force (FLTF).

_ Chris Waugh requested the office door be closed to reduce distraction

_ Chairperson Moore stated we would have a presentation on Gypsy Moths, the board does not have prosecutorial authority (in reference to dam failures), and that the Wixom Lake Improvement Board is hosting the Meeting at the Beaverton High School, not the FLTF.

No other comments

City Administrator Report – none

County Affairs

1. Regulation of Adult Use Marijuana– Attorney Hoerauf discussed a situation presented to her by Zoning, where some townships would like limited marijuana businesses and her proposed solution via an “overlay district” ordinance that would permit that use, without creating a conflict with the County Zoning Ordinances. Further discussion was had on retail marijuana business and zoning enforcement. Conversation was had on imposed tax & revenues.
2. Resolution regarding the American Rescue Plan Act – Interim Administrator Maveal discussed the purpose for the proposed resolution, the intent of the process and step taken & how to move forward.
3. Gypsy Moth Program Discussion - Interim Administrator Maveal discussed what the Gypsy Moth Program looked like in the past, and options for how we could move forward in the spring. She discussed RFP coordination with other counties and how to fund a new gypsy moth program. Options were given on potential millage proposals. Chairperson Moore shared her research on other programs and information she received from experts on gypsy moths. Further discussion was had on the characteristics of Gypsy moths, and how to recognize them. Interim Administrator Maveal recommended option 4, flat rate.

County Facilities and Transportation- none

Data - none

511 Council – none

Gladwin Parks and Recreation – none

Insurance

1. Gladwin County Insurance Programs, Agent of Record - Interim Administrator Maveal discussed the retirement of agents from the General Agency in Mt. Pleasant, and the need to assign a new agent.

Memorial Restoration - none

MERS - none

Public Safety – none

Personnel

1. Letter of Understanding with GELC Corrections and Corrections Command – Attorney Hoerauf discussed staffing challenges at the Jail, and the inability to use PTO due to lack of staff. An explanation was given on the proposed solution to losing PTO, as a onetime opportunity.

Finance

1. Proposal from Building Place for Zoning Ordinance Amendment –Interim Administrator Maveal discussed the proposed Zoning Ordinance and a five-year plan. Recommending Option B
2. Second Quarter Budget Amendments, Interim Administrator Maveal discussed the 2nd quarter budget amendments.
3. Annual MERS Disbursements, Interim Administrator Maveal discussed the Annual appropriation.
4. MACVC 2021 Fall Conference Request, Ken Roberts, - Interim Admin Maveal presented the details of the conference and the costs associated.
5. 2021/22DHHS Child Support Program Grant, Interim Administrator Maveal discussed the grant for the child support enforcement officer in the Prosecutors Office. 66/34 match grant for the costs of this employee.

Report from Civil Attorney –

1. Interim Administrator Contract – Attorney Hoerauf discussed the proposed contract, and unresolved issues.
2. Consultant Findings – Attorney Hoerauf recommended tabling this until we have moved forward on a permanent Administrator
3. County Administrator Employment Contract Review Attorney Hoerauf discussed a drafted document for discussion by the board. She is seeking feedback.
4. County Administrator Applicants, Second Interview Process – Attorney Hoerauf advised the board to discuss the next steps in this process. Discussion was had on qualified candidates for second interviews and what that process will look like.
5. Attorney Hoerauf presented the Board with a proposed resolution for FLTF, authorizing work under the county road M30 for the purpose of underground boring for internet cable purposes.
6. Discussion on the opioid litigation.

No additional discussion. Meeting closed at 10:06 a.m.

Karrie Hulme, County Clerk

Karen Moore, Chairperson

DATA Committee Minutes

July 16, 2021

9:30 a.m.

In attendance: Commissioner Kyle Grove
Tom Conway, IT Right
Aaron Meads, IT Right
Dan Rahrig, MOS
Laura Maveal, Interim Administrator

Aaron Meads, IT Right, spoke on the network project at the Animal Shelter to gain connectivity to “live time programs” at the Courthouse. Estimates are still being prepared, but the cost is projected at around \$2,500.00. Discussion on the benefits of direct connectivity between buildings. This matter will be taken before the Board once a quote is received.

Tom Conway, IT Right, reviewed the June 2021 server report, commenting that there are no issues and the updates that were launched last month were minor and handled through the helpdesk. Interim Administrator Maveal thanked Mr. Conway for their constant improvements to the security of the County’s server.

Interim Administrator Maveal spoke on the AT&T bills being placed under a new contract to bring the rates back to the previous billing amounts prior to the line purge with XMedius.

Dan Rahrig, MOS, had no open issues for the benefit of the committee.

Mr. Meads and Interim Administrator Maveal spoke on the research of Broadband coverage options in lieu of the contract with MERIT. After discussion, a written recommendation and the cost figures from AT&T, Spectrum and MERIT will be placed in the contract file for consideration once the MERIT contract expires.

Laura Maveal thanked the committee for wrapping up long past due projects in the last seven months, noting it has been a pleasure to work with each member of this committee.

Meeting Adjourned 10:23 a.m.

Finance Committee Minutes

July 19, 2021

1:00 p.m. – 2:15 p.m.

Present: Commissioner Moore, Commissioner Taylor, Treasurer VanTiem and Interim Administrator Maveal

Discussion on the 2020 budget process.

The committee discussed the request from the Gladwin County Trail Authority on funding for the Bike/Walk Trail project. Gladwin County is named as the recipient to all grant applications and is responsible for the disbursement of payments on the project. This project is eligible to be claimed as part of the County Revenue Sharing (CIP – County Incentive Program) by contributing to the creation a Parks and Walking Paths (sidewalks). Discussion on how to assist in funding the project as part of the county to increase our exposure to additional revenue sharing for years to come.

Discussion on the ARPA funding received from the State. Half of the funding has been received and the balance will be deposited in 2022. Baseline revenue due back to the General Fund from 2019 – 2020 revenue collections is in the amount of \$344,559.60. The committee would like to see those funds used to pay down the debt owed on the energy efficiency loan and a portion to the Bike/Walk Trail project to promote sustainable growth for the county's revenue sharing. The committee will propose applying the 2020 baseline from ARPA funds in the following manner: \$77,690.00 to fund 298 – Trail Authority for the purpose of establishing parks and creating sidewalks. \$266,869.60 to be transferred to the General Fund to make an additional principal payment toward the energy efficiency loan, saving an approximate \$7,476.00 in interest costs.

Detailed conversation on the best millage option to handle the Gypsy Moth issue. The committee will commit to handling an extensive mass count this fall and place a flat rate millage (based on the one mil proposal) on the November 2021 ballot. The proposed millage language will read up to \$38.00 per parcel. Discussion on a future process for a lake assessment if appropriate and deemed necessary. *(After the meeting, with review from Equalization and Attorney Hoerauf, it was determined that a 1 mill millage would be assessed vs. the flat rate)*

The request for payment of unused vacation time and benefits submitted by Ms. Maveal was reviewed. Once verified as appropriate by the Civil Attorney, this request will be submitted to the full Board for approval and payment.

Rick Ghent, Maintenance Supervisor, has submitted a quote for a privacy fence for the boiler pipe. This request will be tabled and sent to the Building and Grounds committee for review and consideration.

Interim Administrator Maveal stated her intention to work with the Union and Attorney Hoerauf on a "part time/as needed" Building Official to handle inspections in the absence of Mr. Schneider. With Union approval, this matter will be placed in front of the Board for their consideration.

Submitted: Laura Brandon-Maveal
Gladwin County Interim Administrator

Personnel Committee Minutes

July 20, 2021

11:10 a.m. – 12:20 p.m.

Present: Chairperson Moore, Commissioner K. Grove, Attorney Hoerauf, Interim Administrator Maveal, Treasurer Van Tiem and Registrar Clayton

The contract for the Interim Administrator has been corrected to reflect the proper benefits as clarified by the 2020 budget process and Commissioner Taylor. This contract will be considered at the July 27, 2021 Board meeting.

The committee then spoke about the salary and fringe benefits needed for the County Administrator contract. Attorney Hoerauf outlined the areas within the contract which will need decisions before an offer can be extended to the selected candidate. An Executive Session will be scheduled for the July 27, 2021 Board meeting to address these areas.

Attorney Hoerauf stated that she would like to establish financial parameters for the negotiations with the Deputy Unit and would like an Executive Session to discuss these measures with the Board during their July 27, 2021 meeting.

Submitted:

Laura Brandon-Maveal

Gladwin County Interim Administrator

Personnel Committee Minutes

July 21, 2021

1:45 p.m. – 2:40 p.m.

Present: Chairperson Moore, Commissioner K. Grove, Interim Administrator Maveal and Registrar Clayton

Ms. Maveal started the meeting with the review an internal document she prepared for the incoming Administrator showing the daily, weekly, monthly, quarterly and yearly tasks that are currently being completed by Administration. Discussion.

Ms. Maveal thanked the committee for the opportunity to develop this department and wished the County the best in their future successes, noting she would be available to assist in the transition if needed.

Discussion on Ms. Maveal's concerns for the department and why she left employment.

Review of the request for payout for Ms. Maveal under the proposed Interim Administrator contract. This request has been reviewed by Attorney Hoerauf and deemed appropriate.

Ms. Maveal reviewed some of the highlights and positive strives that occurred in the first seven months for the department and asked for any feedback (positive or negative) from the committee. Discussion.

Submitted:

Laura Brandon-Maveal

Gladwin County Interim Administrator

Gladwin County Board Expenditure Summary

Detail Expenditures 2021:	Current Month -July-2021
Board Administrative Expenses/Misc:	\$50.00
<i>Per Diem:</i>	
Kelly Conley Board Meeting 7/19/2021	\$25.00
Thomas Winarski Board Meeting 7/19/21	\$25.00
<i>Mileage:</i>	
<i>Misc:</i>	
Previous Expenses:	
County Projects:	\$0.00
Previous Expenses:	
Camp/Child Welfare Assistance:	\$0.00
Previous Expenses:	
Emergency Assistance:	\$0.00
County Hospitalization:	\$0.00