



**GLADWIN COUNTY  
DISTRICT BOARD OF COMMISSIONERS**

401 West Cedar Avenue  
Gladwin, Michigan 48624  
(989) 426-4821

[commissioners@gladwincounty-mi.gov](mailto:commissioners@gladwincounty-mi.gov)

**COMMITTEE OF THE WHOLE**

December 28, 2021 9:00 a.m.

*Agenda and supporting attachments are subject to change.*

**1. Public Comments:**

**2. City Administrator's Report:**

**3. County Affairs:**

1. Approval of BOC Meeting Schedule for 2022
2. Approval of Committee Assignments for 2021-2022

**4. County Facilities and Transportation:**

**5. Data:**

**6. 511 Council:**

**7. Gladwin Parks and Recreation:**

**8. Insurance:**

**9. Memorial Restoration:**

**10. MERs:**

**11. Public Safety:**

**12. Personnel:**

**13. Finance:**

1. Authorization to allow the County to hold the 2021 financials open until Feb. 25, 2022 for the purpose of accruals
2. Authorization to allow Administration to pay all 2021 finances through end of year. Administration will provide the Board with a final listing of bills to be paid and the year-end journal entries for approval on 12/29/2021 email
3. Review/approval of Special Funds for 2022 budget

4. Approval for payout of 120 hours of PTO for Charles Peters in the amount of \$2,322 payable from line 101-422-704.000
5. Approval for \$60.00 from credit card for Christina Stickler to take Certification Examination in Lansing on 3/14/2022, payable from line 101-148-801.000
6. Authorization for Emergency Manager to purchase the following equipment for \$42,220.28 from 2021 budget. Items are reimbursed 100% upon proof of purchase from EMPG (Emergency Management Grant Program). Transfer from Unallocated 101-000-699-516 to payable line 101-426-727.000. Funds to be replenished upon reimbursement. *Emergency Manager, Bob North*
  - i. Weather Station (Grainger Model #6163) Solar Powered/Wireless. \$1,199.00
  - ii. 10 Lenovo ThinkBooks 20VE003GUS for Emergency Operations Center positions to replace 10 defunct units from 2011. \$7,990.00
  - iii. 4 Motorola APX 8000 multi-frequency radios for use from field to Emergency Operations Center with first responder groups. \$33,031.28.
7. Approve additional funding for the 292 Child Care fund. Transfer from Unallocated Tax to General Fund, and then increase appropriation from General Fund to Child Care Fund as follows: *Treasurer, Christy Van Tiem*
  - i. Dr \$150,000 516-000-999.101/Cr \$150,000 516-000-001.000
  - ii. Cr \$150,000 101-000-699.516/Dr \$150,000 101-000-001.000
  - iii. Dr \$150,000 292-000-001.000/Cr \$150,000 292-000-699-101
  - iv. Dr \$150,000 101-965-998-292/Cr \$150,000 101-000-001.000

**14. Report from Civil Attorney:**

1. Board Rules for 2022

## **Gladwin County Board of Commissioners Regular Board Meeting Schedule 2022**

Board shall convene for the purpose of holding meetings in the Commissioners Chambers, 401 West Cedar Avenue, Gladwin, MI, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, on the second and fourth Tuesday of each month, which meetings shall convene at 9:00 O'clock in the morning, except as otherwise provided in the Rules.

January 11, 2022

January 25, 2022

February 8, 2022

February 22, 2022

March 8, 2022

March 22, 2022

April 12, 2022

Statutory Equalization meeting (MCLA 209.5) to be held the first Tuesday after the second Monday in April

April 26, 2022

May 10, 2022

May 24, 2022

June 14, 2022

June 28, 2022

July 12, 2022

July 26, 2022

August 9, 2022

August 23, 2022

September 13, 2022

September 27, 2022

(Note: By statute, a Statutory **Annual Meeting** must be held each year after September 14, but before October 16)

October 11, 2022

October 25, 2022

November 8, 2022

November 22, 2022

December 13, 2022

December 27, 2022

The first and second meetings of the month shall be considered regular meetings of the Gladwin County Board of Commissioners. Any other meetings not listed above shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meeting. Unless the Board otherwise provides, the motion to "adjourn" any meeting of this Board, whether special or regular, shall mean to adjourn to the next succeeding regularly scheduled meeting date on the list above cited.

In the event of a natural or man-made force majeure the Board Chair (or vice-Chair in the absence of the Chair) after consultation with the County Administrator, and/or County Clerk, may cancel or postpone a scheduled meeting. The County Commission shall act to amend its schedule of meetings to reflect any cancellation or postponement of a meeting and the reasons therefore at its next regular meeting.

**Special Meetings.** The Board shall convene for the purpose of holding special meetings only upon the written request of at least one third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall immediately give written notice thereof to each Commissioner within 48 hours in one of the manners provided as follows:

- Via e-mail sent by the Clerk to the e-mail address provided by each Commissioner
- Via personal delivery of the notice of the special meeting to the Commissioner
- Via leaving the notice of the special meeting at the residence of the Commissioner

The County Clerk shall post at least 18 hours before the meeting a public notice, as required by 1976 PA 267.

**Meetings on Legal Holidays and Election Dates.** Any regular or adjourned meetings of the Board which fall on a legal holiday shall automatically be set over to the next working day following, which is not a legal holiday, at the same time and place indicated for the original meeting. The same practice would be followed in the event a regular Board meeting falls on an Election Day.

**Gladwin County Board of Commissioners  
Committee Assignments by District Board Member**

District #1                      Kyle Grove (*kgrove@gladwincounty-mi.gov*)

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**Butman, Clement, Gladwin and Sherman Townships**

Data	Personnel-County	Facilities & Transportation
Planning Commission	NMCA	Sports Complex
Parks & Recreation	Sugar Springs Lake Authority	

District #2                      Ronald Taylor (*rtaylor@gladwincounty-mi.gov*)

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**Sage Township and Gladwin City**

Finance	Insurance	CMDHD
Airport	Local Planning	Veterans
MERS	Court Management	GCCDC
Remonumentation	Personnel-Unions	
Lake Improvement-Contos, Pratt, Wiggins		
Lake Authority-Pratt and Wiggins		

District #3                      Michael Szuch (*mszuch@gladwincounty-mi.gov*)

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**Bentley, Billings, Bourret, Grim, and Secord Townships**

EDC	Data	Insurance
HSCB	Airport	BABA
Parks & Recreation	Personnel	

District #4                      Karen Moore (*kmoore@gladwincounty-mi.gov*)

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**Buckeye, hay, and Tobacco Townships**

GBPA	CMDHD	Wixom Lake Association
Finance	Court Management	EMCOG
Emergency Management	EDC	FLTF
Northern MAC	MMCAA	Region VIIB
Fair Board	CMHCM	

District #5                      Rick Grove (*rgrove@gladwincounty-mi.gov*)

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**Beaverton City, Grout and Beaverton Townships**

Animal Control	Facilities & Transportation	Land Bank
MSU	Zoning Board of Appeals	
Construction Codes Board of Appeals		

12/03/21

To: Sheriff Mike Shea

Sue Walker

Melanie Thume

I am requesting payout of 120 hours of my PTO, as defined in our Labor Contract, Article 13, Section 6.

Respectfully,

Charles Peters

Gladwin Co Central Dispatch/911

101-422-704 = 2322.00



## Enrollment Cart

Enrolling Christina Stickler in:

0 - 2022 SCAO State Certification Examination March 14, 2022

Course Options

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**Registration Cost:** \$60.00

[Proceed to Checkout](#)

[Save to Cart and Add More Courses](#)

[Enroll Someone Else in this Course](#)

[Cancel Entry](#)

Community Education and Workforce Development

108 Cornerstone Drive Lansing, MI 48917  
Phone: (517)483-9853 | Email: [bci@lcc.edu](mailto:bci@lcc.edu)  
[Courses](#) | [Students](#) | [Instructors](#) | [FAQ](#)



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*Credit Card Request  
101-148-801.000*

*MAT*

*12/13/21*

*Coordinate w/ Christina Stickler*

## Robert North

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**From:** Robert North  
**Sent:** Monday, December 13, 2021 12:52 PM  
**To:** Mark Justin; Christy VanTiem; Karen L. Moore  
**Subject:** Grant Purchases for Emergency Management--for Finance Committee

Good afternoon,

Below are the items that need to be purchased through the EMPG (Emergency Management Grant Program) for our EOC and emergency operations. These purchases have been approved by Region 3 EMHSD and the fiduciary. This grant requires up front purchasing and then reimbursement upon providing receipt and cancelled check.

Item # 1--Weather Station (Grainger Model #6163) Solar powered and wireless). \$1, 199.00..

Item # 2--10 Lenovo ThinkBooks 20VE003GUS for our Emergency Operations Center positions replaces 10 defunct ones from 2011. \$7,990.00

Item # 3--4 Motorola APX 8000 multi-frequency radios for use from field to our Emergency Operations Center with our first responder groups. \$33,031.28.

Total needed is \$42,220.28

These are all from State of Michigan approved bids from MIDEAL, and also meet the requirements of the grant for bidders. The purchases need to be completed this month.

Sincerely,

Robert North  
Gladwin County Emergency Management



**Billing Address:**  
 GLADWIN COUNTY MICHIGAN  
 301 W CEDAR ST  
 GLADWIN, MI 48624  
 US

**Quote Date:**09/30/2021  
**Expiration Date:**12/29/2021  
**Quote Created By:**  
 Daniel Howard  
 Dan.Howard1@  
 motorolasolutions.com

**End Customer:**  
 GLADWIN COUNTY MICHIGAN

Contract: 35115 - STATE OF MICHIGAN,  
 MA# 190000001544

### Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at [www.motorolasolutions.com/product-terms](http://www.motorolasolutions.com/product-terms).

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	<b>APX™ 8000 Series</b>	<b>APX8000</b>				
1	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	4	\$7,475.00	\$5,606.25	\$22,425.00
1a	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	4	\$567.00	\$425.25	\$1,701.00
1b	Q361AN	ADD: P25 9600 BAUD TRUNKING	4	\$330.00	\$247.50	\$990.00
1c	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	4	\$0.00	\$0.00	\$0.00
1d	Q58AL	ADD: 3Y ESSENTIAL SERVICE	4	\$121.00	\$121.00	\$484.00
1e	H38BS	ADD: SMARTZONE OPERATION	4	\$1,650.00	\$1,237.50	\$4,950.00
2	LSV00Q00202A	DEVICE PROGRAMMING	4	\$142.86	\$142.86	\$571.44
3	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	4	\$157.00	\$117.75	\$471.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc. 500 West Monroe, United States - 60061 - #: 38-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
4	NMN6274B	IMPRES XP RSM FOR APX W/ DUAL MIC NOISE SUPPRESSION, 3.5MM THRD JACK	4	\$368.50	\$276.38	\$1,105.52
5	RLN6434B	APX TRAVEL CHARGER	4	\$111.10	\$83.33	\$333.32
<b>Grand Total</b>						<b>\$33,031.28(USD)</b>

**Notes:**

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.





To: Bob North  
 GLADWIN COUNTY  
 103 N BOWERY AVE  
 GLADWIN MI 48824-1479

Customer Quote	
Granger Account Number	887618910
Granger Quote Number	46129681
Customer Job Number	
Contract Number	
Date	11/23/2021
Granger Representative	Unassigned
Phone number	
Fax Number	
Email	
Granger Tax ID	36-1150280

Item #	Description Country of Origin	Mfr Name	Model #	Catalog Page	Qty	\$ Quote	Extended Price	Quote Start Date	Quote Exp Date
4JRH8	Wireless Weather Station,Fan,UV Sensor Country of Origin: USA	DAVIS INSTRUMENTS	8183	563	1	\$1,199.00	\$1,199.00	11/23/2021	3/31/2022
						TOTAL:	\$1,199.00		

Quoted per State of Michigan MDeal Contract Number: 171-18000000689

\* Price quoted is either your earned price or contract price. This price may be subject to change without notice.  
 All orders are subject to the terms and conditions in your current contract with Granger or to Granger's current Terms of Sale as set forth on Granger.com

THANK YOU!  
 Visit us at [granger.com](http://granger.com)

© 2021 W.W.Grainger, Inc.



**Emergency Management Laptops**

Prepared for Gladwin County Emergency Management

Bid Contract IDs:

MITN Purchasing - 2141179

TIPS - 210101

Bid4Michigan - 83204

MIBID/SIGMA - VC0010826

**ADAPTIVE  
TECHNOLOGY  
SOLUTIONS**



# Quote

**Adaptive Technology Solutions**  
215 N Water Street #101  
Owosso, MI 48867  
United States

T: 989-720-4287  
F: 989-720-4707

**Quote #** 1411 v3  
**Date** 2021/12/14  
**Expires** 2022/01/13  
**Contact** Thomas Wendling

**Prepared for** Gladwin County (Michigan)  
Bob North  
401 W CEDAR AVE  
GLADWIN, MI 48624  
United States

T: 9894267351  
E: rnorth@gladwincounty-mi.gov

**ACCEPT QUOTE**

## Emergency Management Laptops

### One-Time Fees

Type	Item	Qty	Price	Total
Notebooks	<p><b>Lenovo ThinkBook 15 G2 ITL 20VE003GUS 15.6" Notebook - Full HD - 1920 x 1080 - Intel Core i5 i5-1135</b></p> <p>Lenovo ThinkBook 15 G2 ITL 20VE003GUS 15.6" Notebook - Full HD - 1920 x 1080 - Intel Core i5 i5-1135G7 Quad-core (4 Core) 2.40 GHz - 8 GB RAM - 256 GB SSD - Mineral Gray - Windows 10 Pro - Intel UHD Graphics - In-plane Switching (IPS) Technology - English (US) Keyboard - IEEE 802.11a/b/g/n/ac Wireless LAN Standard</p> <ul style="list-style-type: none"> <li>• Intel Core i5 2.40 GHz processor provides great performance, Immersive multimedia and rapid loading of programs</li> <li>• With 8 GB DDR4 SDRAM memory, you can multitask seamlessly between various applications without issue</li> <li>• 15.6" display with 1920 x 1080 resolution showcases movies, games and photos with impressive clarity</li> <li>• With Windows 10 Pro edition, enjoy your favorite content all at once on a larger view edge browser. Share your thoughts with the world by writing directly on web pages.</li> </ul>	10	\$795.00	<b>\$7,950.00</b>



Please contact us if you have any questions.

12/20/2021  
 GL ACTIVITY REPORT FOR GLADWIN COUNTY  
 FROM 292-000-002.000 TO 292-000-002.000  
 TRANSACTIONS FROM 01/01/2021 TO 12/31/2021

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 292 PROBATE COURT-CHILD CARE							
Assets							
Department 000							
01/01/2021	JE		292-000-002.000 ACCTS PAYABLE/RECEIVABLE	BEG. BALANCE			(77,039.72)
01/21/2021	JE		ACCTS PAYABLE/RECEIVABLE - AUG 2020	90009468	9,077.89		(86,117.61)
01/21/2021	JE		ACCTS PAYABLE/RECEIVABLE - SEPT 2020	90009468	10,184.68		(96,302.29)
01/21/2021	JE		ACCTS PAYABLE/RECEIVABLE - OCT 2020	90009468	4,702.88		(101,005.17)
01/21/2021	JE		ACCTS PAYABLE/RECEIVABLE NOV 2020	90009468	847.12		(100,158.05)
02/23/2021	AP	INV	MDHHS BUREAU OF ACCOUNTING	CV	100,158.05		0.00
2020 OFFSET STATEMENT							
03/11/2021	JE		MONTHLY OFFSET - JANUARY 2021	90010064	6,419.54		(6,419.54)
04/13/2021	JE		MONTHLY OFFSET - DECEMBER 2020	90010065	17,340.80		(23,760.34)
06/23/2021	JE		ACCTS PAYABLE/RECEIVABLE - FEBRUARY 2021	90010066	11,455.94		(35,216.28)
06/23/2021	JE		ACCTS PAYABLE/RECEIVABLE - FEB 2021	90010066	6,967.44		(42,183.72)
March??							
06/23/2021	JE		ACCTS PAYABLE/RECEIVABLE - 4/21	90010066	6,256.55		(48,440.27)
06/23/2021	JE		ACCTS PAYABLE/RECEIVABLE 5/21	90010066	22,033.78		(70,474.05)
11/29/2021	JE		ACCTS PAYABLE/RECEIVABLE - JUNE 2021	90010163	7,528.81		(78,002.86)
11/29/2021	JE		ACCTS PAYABLE/RECEIVABLE - JULY 2021	90010163	13,403.69		(91,406.55)
11/29/2021	JE		ACCTS PAYABLE/RECEIVABLE - AUG 2021	90010163	7,445.23		(98,851.78)
11/29/2021	JE		ACCTS PAYABLE/RECEIVABLE SEPT 2021	90010163	9,425.16		(108,276.94)
12/31/2021			292-000-002.000	END BALANCE	101,005.17	132,242.39	(108,276.94)
TOTAL FOR DEPARTMENT 000							
					101,005.17	132,242.39	
TOTAL Assets							
					101,005.17	132,242.39	(108,276.94)
TOTAL FOR FUND 292 PROBATE COURT-CHILD CARE							
					101,005.17	132,242.39	(108,276.94)

State says we owe Difference

30,727.78 11,455.94  
 54,722.10 (6,281.83)  
 76,755.88 (6,281.83)  
 84,284.69 (6,281.83)  
 97,688.38 (6,281.83)  
 105,133.61 (6,281.83)  
 114,558.77 (6,281.83)



# Services Overview

## ATS Managed Services

These are our proposed offerings to help transform your business from responding to events as they occur, to eliminating problems before they have a chance to appear. Labor hours are included figuring a 13x5 (work week) operation. With a managed services approach we can help reduce IT costs by unifying and uniforming environments, planning lifecycle replacements of devices, planning and consulting off/on software implementations, and serving as a single point of contact to address IT incidents and requests. We can vet these requests and as your tech partner work with you to determine the actual need and plan forward. We handle your IT so that you can focus on your business.

### Desktop Remote Management and Monitoring

Via our RMM tool we will minimize performance issues related to desktop performance. Optimizations will be scheduled to ensure ideal performance, and updates withheld until they are deemed "safe" for your environment.

- Includes Managed BitDefender Endpoint Protection
- Windows Patch Management, Automated System Optimization
- Secure Remote Access to Your Corporate Desktops

### Critical Infrastructure Remote Management and Monitoring with NOC Watch

Includes 24/7 monitoring of your critical infrastructure and remediation of issues by our network operations center. These devices being servers, switches and routers. Examples include:

- BitDefender Endpoint Protection
- Windows Patch Management,
- Automated System Optimization
- Secure Remote Access to Your Servers and Network Infrastructure
- Network Mapping and Documentation

### Business Continuity and Disaster Recovery

We offer compliant backup solutions with offsite disaster recovery to meet your business needs, as well as Software-as-a-Service (SaaS) backups to protect your cloud data from Salesforce, Google Apps, and Microsoft 365.

### Augmented Security Services

These services increase the security posture of your organization and guard against external threats.

#### Dark Web Monitoring

Dark Web Intelligence with search capabilities to identify, analyze and proactively monitor for an organization's compromised or stolen employee and customer data.

#### Phishing Campaigns

Complementing Dark Web Monitoring, our simulated phishing attacks and security awareness training campaigns to educate employees, making them the best defense against cybercrime.

#### Email Defense

A layer of AI-based threat detection and remediation to stop targeted attacks in their tracks.

#### Security Operations Center-as-a-Service

While our NOC is concerned with uptime and stability, our SOC will monitor your infrastructure for security events and provide remediation assistance.

**GLADWIN COUNTY  
BOARD OF COMMISSIONERS  
RULES OF PROCEDURE**

Adopted: January 11, 2022

**I  
BOARD MEETINGS**

A. Regular and Adjourned Meetings. The Board shall convene for the purpose of holding meetings in the Commissioners Chambers, 401 West Cedar Avenue, Gladwin, Michigan, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, on the second and fourth Tuesday of each month, which meetings shall convene at 9:00 o'clock in the morning, except as otherwise provided in these Rules.

January 11, 2022

January 25, 2022

February 8, 2022

February 22, 2022

March 8, 2022

March 22 202

April 12, 2022 \*

April 26, 2022

May 10, 2022

May 24, 2022

June 14, 2022

June 28, 2022

July 12, 2022

July 26, 2022

August 9, 2022

August 23, 2022

September 13, 2022

September 27, 2022\*\*

October 11, 2022

October 25, 2022



November 8, 2022  
November 22, 2022

December 13, 2022  
December 27, 2022

\*Statutory Equalization Meeting (MCLA 209.5) to be held the first Tuesday after the second Monday in April

\*\* Note: By statute, a Statutory Annual Meeting must be held each year after September 14, but before October 16.

The first and second meetings of the month shall be considered regular meetings of the Gladwin County Board of Commissioners. Any other meetings not listed above shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meeting. Unless the Board otherwise provides, the motion to “adjourn” any meeting of this Board, whether special or regular, shall mean to adjourn to the next succeeding regularly scheduled meeting date on the list above cited.

In the event of a natural or man-made force majeure the Board Chair (or Vice Chair in the absence of the Chair) after consultation with the County Administrator, and/or County Clerk, may cancel or postpone a scheduled meeting. The County Commission shall act to amend its schedule of meetings to reflect any cancellation or postponement of a meeting and the reasons therefore at its next regular meeting.

B. Special Meetings. The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall immediately give written notice thereof to each Commissioner within 48 hours in one of the manners provided as follows:

- via e-mail sent by the Clerk to the e-mail address provided by each Commissioner.
- via personal delivery of the notice of the special meeting to the Commissioner;
- via leaving the notice of the special meeting at the residence of the Commissioner.

The County Clerk shall post at least 18 hours before the meeting a public notice, as required by 1976 PA 267.

C. Workshops. The Board may convene any number of workshop sessions, if a motion is made at a regular or special Board of Commissioners' meeting to schedule a workshop session for one or more topics, and the motion is seconded and passed by a majority vote of the quorum present. A workshop session is a session permitting the Commissioners to give informal consideration to subjects, or hear reports at length, and to foster discussion among the Commissioners. Workshop sessions shall not be deemed formal sessions of the County Commission, for the transaction of business, and matters considered at workshops shall be set over for action at a subsequent meeting of the Board of Commissioners. The Commissioners, convened in a workshop session may consider any matter that presents itself; the workshop session is not limited in scope to a particular or specified subject.

The County Clerk shall post at least 18 hours before the meeting a public notice, as required by 1976 PA 267.

D. Meetings on Legal Holidays and Election Dates. Any regular or adjourned meetings of the Board which fall on a legal holiday shall automatically be set over to the next working day following, which is not a legal holiday, at the same time and place indicated for the original meeting. The same practice would be followed in the event a regular Board meeting falls on an Election Day.

E. Waiver. The Rules of Procedure may be waived for a specific instance by a simple majority vote, unless specifically noted that a consensus of Board of Commissioners is sufficient.

## II

### CHAIRPERSON

A. Election. At the first meeting in each calendar year, the Board shall elect, from among its members, a chairperson and a vice-chairperson, who shall take office and assume their respective duties immediately upon their election; provided that, at the first meeting of each newly elected Board, the first order of business shall be the administration of the constitutional Oath of Office by the County Clerk to the members-elect, if this has not previously been accomplished. The concurrence of a majority of all members of the Board shall be necessary for election. Said officers shall hold their respective offices for a term of one (1) year, or until their successors are duly elected and qualified, as set forth above.

**OR**

At the first meeting in each odd numbered calendar year, the Board shall elect, from among its members, a chairperson and a vice-chairperson, who shall take office and assume their respective duties immediately upon their election; provided that, at the first meeting of each newly elected Board, the first order of business shall be the administration of the constitutional oath of office, by the County Clerk to the members-elect, if this has not previously been accomplished. The concurrence of a majority of all members of the Board shall be necessary for election. Said officers shall hold their respective offices for a term of two (2) years, or until their successors are duly elected and qualified, as set forth above.

B. Duties. The chairperson (and during his/her absence, the vice-chairperson) shall preside at all meetings of the Board and shall decide all questions of order, subject to appeal to the Board. The chairperson shall arbitrate all jurisdictional disputes between committees, and act as a representative of the Board of Commissioners for the County Departments, subject to these Rules and subject to appeal to the Board. The Chairman will report back at each meeting any dealings with said departments via written report to be delivered in bi-weekly Board Report Folder as needed.

C. Succession. The chain of succession to the chairpersonship shall be:

1. Chairperson
2. Vice-Chairperson
3. County Clerk

### III

#### CLERK OF THE BOARD/OPEN MEETINGS ACT

A. Official Clerk and Duties. The duly elected Clerk of Gladwin County shall be the clerk of the Board. He/She or his/her duly appointed deputy shall perform all duties pertaining to such office, as required by law.

B. Open Meeting Act Posting. The County Clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267.

### IV

#### COMMITTEES

A. Standing Committees. The Gladwin County Board of Commissioners has established the following standing committees. Board members will be paid only for the committees they have been appointed to. Meetings attended out

of interest or invitation do not warrant payment, unless authorized by the Board. A full listing of all committee appointments for 2022 have been attached to this set of rules.

<u>Standing Committees</u>	<u>Duties/Department Oversight</u>
Agriculture & Library	This committee exists to foster the Relationship between the County of Gladwin and the Michigan State University Extension and to update on any Library topics.
County Affairs	County Affairs, Judiciary (Courts/all branches)
County Facilities & Transportation	Buildings & Grounds, Roads & Bridges, County Drains, & County Transit
Data Management	Internal Data Processing/Computer Hardware & Software Programs, Internal Telephone Networks, Cell Phones, Internet & GPS.
Finance	Budget, Finance, Ways & Means, Salaries & Taxation.
Personnel	Personnel, Federal Compliance.
Union Personnel	Union Negotiations, and Union Matters
Insurance & Public Health	Insurance, Health & Welfare, Sports Complex
Public Safety	Sheriff & Jail, Emergency Management, Ambulance, & Facility Safety, Environmental concerns to County and County properties.
Footing Tax Rolls	The entire Board of Commissioners shall comprise this Committee (a meeting of the whole).

B. General Duties of Standing Committees. The standing committees shall have and perform the following duties:

1. Each standing committee shall in the first instance review all appropriation requests most directly related to its own functions before such appropriation requests are referred to the Budget & Finance Committee and make recommendations concerning the same to the Budget & Finance Committee and/or the Board.
2. Each standing committee shall report to the Board upon all matters referred to the committee by the Board, except such matters as are expressly referred to the committee for study only.
3. Each standing committee shall act as liaison between the Board and the various county offices, boards, and agencies respecting matters under the jurisdiction of the committee as prescribed by these Rules, except as the Board otherwise directs.
4. Each standing committee shall be comprised of no more than two County Commissioners, except for a special committee meeting of the whole, Department Heads and/or staff employees as required.
5. Each standing committee shall have and perform such other duties as the Board, from time to time, may require.
6. Board members are eligible to receive per diem payment for those scheduled committee meetings for which they have been appointed to represent.

C. Special Committees. There shall be, in addition to the standing committees, such other special committees as the Chairperson, from time to time, may appoint and establish subject to approval by the Board.

D. Open Meetings Act. The Board will comply with the Open Meetings Act, PA 267 of 1976, and take care that all their deliberations and decisions are made in conformity with the Act.

## V

### CONDUCT OF BOARD MEETINGS

A. Quorum. A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of the majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a

claim against the county, in which case a majority of the members elected and serving shall be necessary.

**B. Order of Business and Agenda.**

The Order of Business shall be substantially as follows:

1. Call to Order by the Chair or other presiding officer.
2. Pledge of Allegiance
3. Roll Call
4. Corrections or additions to the Consent Agenda; and Approval
5. Reading of the Cash Balances
6. Approval of the Board Minutes
7. Finance Reports / Claims and Accounts General Fund
8. Committee Meeting Reports
9. Miscellaneous
10. New Business
11. Chair Comments
12. Board Member Comments / Reports
13. Administration Reports
14. Board Communications
15. Report of Civil Attorney
16. Public Comments
17. Receive & File – All written letters, or considered correspondence, must include a signature and return address before the Board will accept it under this section.
18. Closed Session. (For situations that meet the circumstances specified in the Michigan Open Meetings Act.)

19. Return to open session
20. Adjournment

C. Consent Agenda: All matters listed under Consent Agenda, are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required it will be removed from the consent agenda and considered separately. An item on the Consent Agenda may be moved to the Regular Agenda for individual discussion and action at the request of any Commissioner.

Items to be included as Consent Agenda items will be as follows:

1. Approval of minutes.
2. Communications.
3. Committee Meetings.

D. Specific Agenda Priorities. All ~~m~~ Matters shall be placed upon the agenda of the Board within a specific section, as listed immediately above.

1. Agenda Deadline. All information to be placed on the Board's agenda must be received not less than 18 hours preceding the scheduled Board meeting; otherwise, such submittals shall not appear on the printed agenda. However, an item may be added to the agenda at any meeting prior to the closing of the agenda business and shall may be considered at such meeting or referred to committee, whichever action seems appropriate, unless upon objection of any member of the Board and by majority vote of the Board that the Board refuses to consider said matter. An agenda for each meeting shall be prepared and such agenda shall be available in a timely manner, calculated to be received by each member of the Board prior to such meeting. The agenda shall also be available to the public and news media on the day of the meeting, or earlier at the specific request of the Board. No committee report or individual resolutions, other than reports on routine claims, shall ordinarily be considered unless a copy thereof has been given to each commissioner with the agenda or otherwise delivered to each commissioner not later than the starting time of the meeting. Late items shall be distributed to all commissioners at the beginning of the Board meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five (5) minute recess shall be granted at the request of any commissioner prior to the consideration of late items. Late individual and committee reports shall not be considered unless an explanation is given as to why immediate action is necessary and a motion is made and carried to allow immediate consideration of the report.

E. Rights and Duties of Members.

1. Commissioners shall not be limited in the number of comments, and time allotted for speaking during meetings absent disorderly or unlawful conduct, in the discretion of the Chair.

2. The Commission, convened in a lawful open session may consider any matter that presents itself; a particular session is not limited in scope to a particular or specified subject, without regard to whether the meeting is a scheduled meeting, a special meeting, or a workshop.

3. Speaking Priorities. ~~The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to five (5) minutes after the formal introduction, but prior to any discussion of the matter on the floor. In any case, where there may be more than one sponsor to a motion, resolution, ordinance or report, it shall be the discretion of the chairperson which person shall exercise the right given by this Rule to first speak on the pending matter. Each commissioner shall be limited to speak for a five (5) minute time limit per recognition by the chairperson. Before speaking, each member shall address himself/herself to the chairperson. If two or more members desire to speak at the same time, the chairperson shall designate the order in which they shall speak. No member shall speak more than twice on the same question, except upon special permission by the chairperson; provided, however, that the chairperson of a committee shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her committee's activities and recommendations.~~

Speaking. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, he/she shall immediately cease talking. Every commissioner shall vote on all questions unless excused by the chairperson. The chairperson shall vote on all questions unless excused by the Board.

4. Leaving Seat, Interruptions. While the chairperson is putting any question or while the roll is being called by the clerk, no member shall leave his/her seat or entertain private discourse. When a member is speaking, he/she shall not be unduly interrupted.

5. Leaving the Meeting. No member shall leave a meeting prior to adjournment, unless first excused by the chairperson. The clerk shall record in the official journal of meetings the time and point in the proceedings at which a member enters and leaves the meeting while the Board is in session.



6. Order and Decorum. The chairperson shall, at all times, preserve order and decorum pursuant to these Rules.

7. Roll Call. Every member shall have the right to demand the yeas and nays and have the same entered on the record. When a roll call vote is taken, the roll call shall be called by commissioner district in rotating order by the County Clerk.

D. Motions, Resolutions and Committee Reports. No motion shall be debated or voted upon unless seconded. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. No motion or resolution shall be considered until the same is stated by the chairperson and shall be reduced to writing if required by the chairperson of any member. All motions, resolutions, committee reports, and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn. Each recommended ordinance introduced shall be headed by a title of twenty-five (25) words or less, briefly describing or identifying it. Each title shall begin with the words "An Ordinance ..." If such title is lacking, the clerk of the Board shall return it to the commissioner who submitted it. Each recommended ordinance introduced and referred to committee, postponed, or tabled before its substance is voted upon shall be printed in the minutes by title only, unless otherwise ordered by a majority of the members elect.

1. Order of Precedence of Motions. When a motion is seconded and before the Board, no other motion shall be received except the following:

- a) To adjourn – not debatable.
- b) To rise to a question or privilege – not debatable.
- c) To lay on the table – not debatable.
- d) To call for the previous question – not debatable.
- e) To limit or extend limits of debate.
- f) To postpone to a certain day.
- g) To commit, refer or re-commit to a committee.
- h) To amend.
- i) To postpone indefinitely.

- j) To reconsider (may be debated if original motion was debatable).

The motions shall have precedence in the order named above.

2. Motions to Adjourn. A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a member has the floor.
3. Motions to Reconsider. A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later date may be had with the consent of two-thirds (2/3) of the members elected and serving, but in such event, the moving member shall file written notice of his/her intention to move for a reconsideration in the office of the clerk of the Board at least one day before making such a motion.
4. Amendments. No motion or proposition not germane to a subject under consideration shall be admitted under color of an amendment. Commissioners shall give all amendments in writing or orally to the clerk. If oral, the clerk shall write it out and read it back prior to a vote being taken on the matter.
5. Resolutions and Ordinances. Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board. All resolutions and motions for the appropriation of money and all proposed County ordinances shall be presented to the Board in writing.
6. Division of Question. Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that, upon division, each of the resulting questions is a complete question, permitting independent consideration and action.

E. Appeal from Decision of Chair. When an appeal is made from the decision of the chair, the member making the appeal shall be allowed to state his/her reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the chair be sustained?" The question shall be determined by a majority vote of the members present, except the chairperson shall not preside over such a vote.

F. Referral to Committees. It shall be the duty of the chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the Board to the proper committee unless objection be made by some members, in which event, a motion made and adopted with reference to the subject shall preclude the chairperson's action. All referrals to committee shall be in one of the following forms:

1. General Referral. Any referral which must be referred to the Board after the committee has reviewed or studied the matter, shall be referred to as a general referral.

2. Referral for Information. Any referral which need not be reported back to the Board by the Committee, to which it is referred, shall be called a referral for information.

G. Discharge of Committee. The Board may, by a majority vote of all its members, discharge any committee from further consideration of any matter referred to the committee for general referral.

H. Motion to Clear the Floor. If, in the judgment of the chairperson, there is a confusing of Parliamentary procedure existing, the chair shall have the right to request a "motion to clear the floor", which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be forthwith put by the chair, and, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.

I. Public Meetings. Board meetings shall be open to the public, as required by the Open Meetings Act, 1976 PA 267.

J. Comments from the Floor. Except for Public Comment, as provided in the Open Meetings Act, only members of the Gladwin County Board of Commissioners, or those having business before the Commission and invited to speak, shall be given the floor to speak during any Board meeting, except:

1. County officials and/or personnel may speak with the consent of the chairperson; and

2. Any person, with the consent of the chairperson of the Board and/or a majority of the Board.

3. Public comment shall be limited to no more than five (5) minutes per individual and at the times designated, except where extended privileges are granted by the chairperson.
4. If unable to attend, public comments may be submitted in writing, prior to the meeting.
5. Proper decorum must be observed during public comment. Please direct your comments to the Commission as a whole rather than to any individual. Please do not use expletives or make derogatory or disparaging comments about any individual or group. If you do, there may be immediate consequences including being ejected from the meeting. Please abide by these rules in order to minimize the possibility of disrupting the meeting

## VI

### ADMINISTRATION

- A. Signing of Documents. The chairperson shall be the signatory of all contracts, bonds, and other documents which require the signature of the Board of Commissioners. In the event the chairperson is unable to perform such function, then the vice-chairperson shall act in his/her stead.
- B. Notice of Board Action. When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the clerk shall promptly notify the person or agency making the request or demand of the Board's action thereon.
- C. Minutes. A copy of the minutes of each Board meeting shall be prepared and mailed, delivered, or via e-mail to each member of the Board as soon as possible immediately after each meeting of the Board. The County Clerk or his/her designee shall prepare minutes as required by the Open Meeting Act, 1976 PA 267.
- D. Resolutions. All resolutions finally adopted by the Board in each calendar year shall be consecutively numbered in the order of their adoption.
- E. Parliamentary Authority. The Board shall conform as nearly as possible to the procedures of Robert's Rules of Order.
- F. Salary, Per Diems and Mileage: The Chairperson and Board members shall be compensated salaries according to the approved salary schedule. The mileage rate for reimbursement will follow the federal rate that is established

for each year. Committee meetings shall be paid by per diem according to the following schedule:

Meeting up to two (2) hours	\$30.00
Half Day two (2) to four (4) hours	\$45.00
Whole Day four or more (4+) hours	\$80.00

Board members will be compensated, at the per diem rate listed above, for any Township/County meetings attended that exceed two (2) meetings per month.

## VII

### TITLES AND SUBTITLES

The titles and subtitles of these Rules, and the citations appended thereto, are for convenience only and shall not be considered as part of these Rules.

## VIII

### AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES

- A. These Rules may be amended, suspended, or rescinded only by a majority vote of all the commissioners-elect. They shall remain in effect until rescinded, amended, or suspended.
- B. Any amendment to these Rules, properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.

## IX

### POLICY REGARDING TECHNOLOGY OR DATA RELATED INFORMATION

All public records released by an employee or elected official shall be redacted to eliminate all Internet Protocol address (IP Addresses) and internal network user names. Any other release of technology and data related information should be considered in the context of the information's potential for use by those wishing to obtain unauthorized access to County networks and data and shall be redacted in conformity with the State of Michigan Freedom of Information Act exemptions listed in MCL 15.243.

## X

### CONCLUSION

To the extent that any of the Rules herein are contrary to statutory requirements, they shall be of no force and effect.